

Job Title: Interim Policy and Partnerships Coordinator (Fixed-Term, 8 months)

Department of Policy and Global Partnerships — International Institute of Refrigeration (IIR)

Duration: 8 months, full-time, September 2026 – April 2027 (interim cover for the Head of Policy and Global Partnerships) **Location:** Paris | **Reports to:** IIR Director General, supported by the Institutional Engagement Officer and the Director of Scientific and Technical Information.

ABOUT US

The International Institute of Refrigeration (IIR) is the only independent intergovernmental organisation in the world dedicated to the advancement of refrigeration and heat pumping technologies. With 59 member countries and a global network of over 300 experts, the IIR fosters knowledge sharing, scientific collaboration, and evidence-based policy to support a sustainable and energy-efficient future.

JOB SUMMARY

The IIR is seeking a Policy and Partnerships Coordinator for a fixed-term interim position to ensure continuity of the Department of Policy and Global Partnerships during a six-month absence of the Head of Department. The primary objective is to maintain momentum on ongoing activities and deliver against defined workstreams.

The interim will work under the Director General, with a high degree of autonomy on day-to-day execution. Guidance, and validation on matters requiring a decision will be provided by the Institutional Engagement Officer and the Director of Scientific and Technical Information, who will act as the interim's principal points of contact within IIR.

The role is intended for a professional who can independently coordinate, follow up, and deliver quality outputs against an established workplan, and who is comfortable engaging stakeholders and moving activities forward without close day-to-day supervision. Strategic direction, high-level representation decisions, and network stewardship remain with IIR leadership.

SCOPE OF WORK — PRIORITY ACTIVITIES

The interim Policy Analyst will carry forward the following active workstreams. Each is a continuation of ongoing work; deliverables and contacts will be handed over at the start of the assignment.

1. Statutory Meetings

- Prepare the departmental reporting for the statutory meetings held in February.
- Compile inputs, coordinate contributions, and ensure documentation is delivered on schedule.

2. Regulations and Standards Representation

- Maintain coordination of IIR's representation and interventions in standardisation committees.
- Track deadlines, prepare briefing materials, and ensure IIR positions are represented in line with established guidance.

3. National Committees

- Guide and work with delegates to strengthen national committees.
- Support delegates with coordination, follow-up, and administrative continuity.

4. Partnerships

- Facilitate the preparation, update and signature of cooperation agreements with selected partners
- Facilitate the implementation of the science-policy programme under the UNESCO Decade for Science in collaboration with the Department of Scientific and Technical Information

5. Conferences

- Organise the IIR policy panel at HVACR World.
- Support the IIR Congress 2027: organisation of the science-policy dialogues and management of invitations.

6. Projects

- Provide support and guidance for the Twinning project policy tracker and national coordination mechanism.

7. Ad-hoc & Departmental Continuity

- Act as the departmental point of contact for the Policy and Global Partnerships.
- Undertake other duties reasonably within the scope of the role as agreed with IIR leadership.

WORKING ARRANGEMENTS & EXPECTATIONS

- Maintain progress and continuity on the activities above (the emphasis is on execution and coordination rather than strategic redirection).

- Work under the Director General and with the Institutional Engagement Officer and the Director of Science and Technical Information for guidance and sign-off on matters requiring a decision.
- The role will have the support of a Policy and Research intern for the execution of the portfolio's activities. Keep clear records and a handover-ready status log so that activities can be resumed smoothly at the end of the assignment.
- Represent IIR professionally in coordination and events.

QUALIFICATIONS

Education

- Master's degree in public policy, political science, economics, law, engineering, environmental science, or a related field.

Experience

- 3–5 years of experience in policy coordination, research, or analysis, ideally including stakeholder-facing work and independent management of parallel activities.
- Familiarity with refrigeration, energy efficiency, HVAC, or climate/environmental policy is an advantage.
- Experience working with intergovernmental organisations, government, or NGOs is strongly preferred, given the autonomous nature of the role.

Skills

- Fluency in English (written and spoken) is required; French would be a significant advantage, additional languages are valuable.
- Strong organisational skills and the ability to manage multiple parallel activities against deadlines, independently.
- Ability to coordinate with diverse stakeholders and follow through on commitments without close supervision.
- Sound judgement on when to act, when to consult the designated support roles, and when to escalate to IIR leadership.

Personal Attributes

- Dependable, detail-oriented, and proactive.
- Self-directed and confident working autonomously against a defined workplan.
- Team player who thrives in an interdisciplinary and multicultural environment.