



INSTITUT INTERNATIONAL DU FROID  
INTERNATIONAL INSTITUTE OF REFRIGERATION

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**IIFIR.ORG**  
in |  |  |   
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## Head of the Scientific and Technical Information Department of the International Institute of Refrigeration (IIR)

The IIR is an intergovernmental organisation based in Paris whose purpose is to disseminate scientific and technical information on all refrigeration uses and technologies through collection and editing of data, coordination of an international network of experts, publications, conferences, participation in the dissemination of research project results, etc.

The organisation is composed of 13 people and 400 experts working in the refrigeration field.

The IIR is looking for the Head the Scientific and Technical Information Department:

- Manage a team of 3-4 members and interns
- Research, coordinate and monitor the activities of experts from the IIR network for the drafting of publications, and supervise the editorial process
- Lead publication projects (informatory notes, guides, articles, etc.), including translations
- Assist IIR commissions and working groups
- Prepare and implement the decisions of the IIR committees (Science and Technology Council, Publications Sub-Committee)

### Desired training and experience:

- Excellent verbal and written communication skills in both French and English (minimum C1 level, with a commitment to reach this level quickly if lower)
- Advanced scientific and technical education in the field of refrigeration
- Flawless writing skills
- Good command of IT tools (MS Office suite, MS Teams, etc.)
- Adaptability
- Ability to balance multiple tasks with different priorities
- Experience in team management
- Curiosity and openness

**Place of work:** Paris 17, Boulevard Malesherbes

**Contract:** Permanent contract with a trial period

**Working time:** In accordance with French law (37.5h/week, paid leave, remote working possible one day per week)

### Cover letter and CV to be sent to:

Dr Ina Colombo  
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