

## VACANCY ANNOUNCEMENT AT GMT

**Job Location:** Nalaikh district, Ulaanbaatar, Mongolia

**Posting Date:** 09/07/2025

**Closing Date:** 09/08/2025

**Expected starting date:** 08/2025

**Salary:** Salary is commensurate with education and experience.

Established in 2013, German- Mongolian Institute for Resources and Technology (GMT) is the youngest state university in Mongolia, and the first university based on bilateral governmental cooperation. The founding of GMT was jointly initiated by Mongolian and the German Federal Government continues to support the development of the university.

### HEAD OF ACADEMIC AND STUDENT AFFAIRS DEPARTMENT

#### ***Responsibilities:***

- Lead and manage department staff and operations, including budget planning and reporting.
- Support faculties in academic program development and ensure compliance with academic regulations.
- Oversee student services, including records, admissions, marketing, advising, financial aid, extracurricular activities, dormitory, library and career services.
- Coordinate academic scheduling, examinations, and maintain the academic calendar.
- Provide data and reports for decision-making and communication.

#### ***Minimum Qualifications (Knowledge, Skills, and Abilities):***

- Master's degree in Social or Natural Sciences.
- Minimum 3 years of experience in the administration or related leadership roles; experience in academic and student affairs is an advantage.
- Strong leadership, organizational, and communication skills.
- Proficiency in Mongolian and English (C1 level).
- High level of service orientation and ability to work independently and during peak periods.
- Skilled in Microsoft Office tools.

#### ***Required documents:***

- An application letter
- An up-to-date Curriculum Vitae
- Copies of diploma and relevant certificates
- Two letters of reference documenting past work

#### ***How to apply:***

All documents must be submitted in English language in a PDF soft copy to the email address [recruitment@gmit.edu.mn](mailto:recruitment@gmit.edu.mn)

Website: [www.gmit.edu.mn](http://www.gmit.edu.mn)

For any inquiries related to the call, please contact HR Department via email or at (+976) 7023-2090.

**Only shortlisted applicants will be invited for an interview.**