

VACANCY ANNOUNCEMENT AT GMIT

Job Location: Nalaikh district, Ulaanbaatar, Mongolia

Posting Date: 25/12/2024

Closing Date: 25/01/2025

Expected starting date: 01/2025

Salary: Salary is commensurate with education and experience.

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

ASSOCIATE TO FACULTY DEVELOPMENT AND ONLINE LEARNING

/Temporary/

The responsibilities of this position are to:

- Support developing policy and other documents related to the faculty development and implementation activities;
- Support faculty members in developing online content and manage, and monitor the online teaching platform used at the university for future improvements;
- Organize events such as faculty development workshops and online teaching training based on the needs of employees.

The successful candidate for the position will have:

- Master's degree in Natural Sciences, Education, or Engineering;
- At least 3 years of work experience in the education sector;
- Ability to organize, plan, and report skills;
- Excellent English and Mongolian written and communication skills;
- Proficient knowledge of Microsoft Office (Word, Excel, PowerPoint, etc.) and other software related to online teaching.

A complete application contains:

- An application letter;
- An up-to-date Curriculum Vitae;
- A list of scientific publications (if applicable);
- Copies of diploma and relevant certificates;
- Reference letter – 2 copies.

How to apply:

All documents must be submitted in the English language in a PDF soft copy to the email address recruitment@gmit.edu.mn

Website: www.gmit.edu.mn

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

Only shortlisted applicants will be invited for an interview.