

VACANCY ANNOUNCEMENT AT GMT

Job Location: Nalaikh district, Ulaanbaatar, Mongolia

Posting Date: 05/05/2025

Closing Date: 05/06/2025

Expected starting date: 05/2025

Salary: Salary is commensurate with education and experience.

Established in 2013, the 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 the Mongolian and the German Federal Governments and continues to support the university's development.

ASSOCIATE TO EXTERNAL COOPERATION

Responsibilities:

- Coordinate cooperation and communication with external partners, particularly from academics and industry (in Mongolia, Germany and internationally).
- Follow up on the implementation of MoUs and joint projects.
- Organize events with Mongolian and international companies.
- Document the results of external cooperation (e.g. reports, PR materials for the website, publications and patents list).

Minimum Qualifications (Knowledge, Skills and Abilities):

- A master 's degree in a management-related field, engineering, science, or social sciences.
- Strong communication skills with external partners in English and Mongolian (knowledge of German is an asset but not a required).
- Ability to work in a structured manner and quickly understand the relevance and goals of various cooperation projects.
- Practical experience in a related position is an advantage.

Required Documents:

- Application letter
- Up-to-date Curriculum Vitae (CV)
- Copies of diplomas and relevant certificates
- List of publication (if applicable)
- Two letters of reference documenting past work

How to apply:

All required documents must be submitted in English as PDF files to the following email address: recruitment@gmit.edu.mn

Website: www.gmit.edu.mn

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

Only shortlisted applicants will be invited for an interview.