

VACANCY ANNOUNCEMENT AT GMIT

Job Location: Nalaikh district, Ulaanbaatar, Mongolia

Posting Date: 29/05/2025

Closing Date: 13/06/2025

Expected starting date: 06/2025

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 PUBLIC RELATIONS

Responsibilities:

- Develop and implement GMIT's external communications strategy in alignment with the Strategic Plan
- Establish and maintain relationships with media outlets; prepare timely press releases and organize media events
- Design promotional materials (e.g., brochures, leaflets, videos) in accordance with GMIT's Corporate Identity (CI) and Corporate Design (CD) standards, and ensure their availability
- Maintain and regularly update GMIT's website and social media channels (e.g., Facebook, Twitter)
- Plan and manage public relations activities, such as campus visits, open days, and official ceremonies

Minimum Qualifications (Knowledge, Skills and Abilities):

- Bachelor's degree or higher in Business Administration, Journalism, Marketing and Communication, or a related field
- Strong understanding of effective marketing communication strategies, both online and in print
- Experience in developing and delivering presentations
- Proactive, innovative, and enthusiastic attitude
- Ability to work both independently and collaboratively in a team setting
- Excellent oral and written communication skills in both Mongolian and English

Required Documents:

- Application letter
- Up-to-date Curriculum Vitae (CV)
- Copies of diplomas and relevant certificates
- 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.