

## VACANCY ANNOUNCEMENT AT GMT

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

**Posting Date:** 10/06/2025

**Closing Date:** 10/07/2025

**Expected starting date:** 08/2025

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

German- Mongolian Institute for Resources and Technology (GMT), established in 2013, 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.

### ASSISTANT TO PROCESSING LABORATORY

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

- Ensuring the integrity and operational preparation of the processing laboratory equipment;
- Support Lecturers by arranging equipment and other required materials for the laboratory module;
- Supporting and personally participating in experiments and research projects in the processing laboratory;
- Making purchase orders and making a list for laboratory equipment, tools, and reagents needed for research

#### ***Requirements:***

- VTPC (Vocational training production center), Polytechnical College or Bachelor's Degree Education in Mining, Processing Engineering and other related field;
- Professional Experience in comparable position;
- Proficient skills in MS Office;
- Crafting skill is an advantage;
- Basic knowledge of written and spoken language skills in English is preferable.

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

- An application letter;
- An up-to-date Curriculum Vitae;
- Copies of relevant certificates and diplomas;
- Reference letters from previous employers

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

All required documents must be submitted in English or Mongolian as PDF files to the following email address [recruitment@gmit.edu.mn](mailto:recruitment@gmit.edu.mn)

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

**Web page:** [www.gmit.edu.mn](http://www.gmit.edu.mn)

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