

VACANCY ANNOUNCEMENT AT GMIT

Job Location: Nalaikh district, Ulaanbaatar, Mongolia

Posting Date: 11/08/2025

Closing Date: 11/09/2025

Expected starting date: 09/2025

Salary: Salary is commensurate with education and experience.

German- Mongolian Institute for Resources and Technology (GMIT), established in 2013, is the youngest state university in Mongolia, and the first university based on bilateral governmental cooperation. The founding of GMIT 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;
- Supporting lecturers by preparing equipment and other materials required for laboratory module;
- Assisting with and actively participating in experiments and research projects in the processing laboratory;
- Making purchase orders and making a list 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

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

Only shortlisted applicants will be invited for an interview.