

VACANCY ANNOUNCEMENT AT GMT

Job Location: Nalaikh district, Ulaanbaatar, Mongolia

Posting Date: 27/08/2025

Closing Date: 10/09/2025

Expected starting date: 09/2025

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.

ASSISTANT TO ARCHIVE AND RECORDS

Key Responsibilities:

- Receive and organize documents from university departments, faculties, and student-related activities in accordance with the laws, regulations, and guidelines of Mongolia, and ensure proper archiving;
- Develop, update, and enforce internal rules and procedures related to archiving and records management, and organize training and orientation sessions for staff;
- Manage the use and preservation of organizational documents and oversee their transition into digital format.

Minimum Qualifications (Knowledge, Skills, and Abilities):

- Bachelor's degree in any field, with a professional certificate in Archive and Records Management;
- At least 2 years of relevant professional experience;
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint, etc.);
- Knowledge of English will be an asset

Required Documents:

- Application letter;
- Up-to-date Curriculum Vitae;
- Copy of higher education diplomas and relevant certificates;
- Reference letters.

How to apply:

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

Website: www.gmit.edu.mn

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

Only shortlisted applicants will be invited for an interview.