

VACANCY ANNOUNCEMENT AT GMIT

Job Location: Nalaikh district, Ulaanbaatar, Mongolia

Posting Date: 10/11/2025

Closing Date: 24/11/2025

Expected starting date: 11/2025

Salary: Salary is commensurate with education and experience.

Established in 2013, 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 Mongolian and the German Federal Government continues to support the development of the university.

ASSISTANT TO RECTOR

The responsibilities:

- Coordinate the Rector's daily schedule, plan and organize meetings and events, ensure necessary preparation, and take meeting minutes;
- Process, manage, and archive the Rector's official documents and resolutions, and monitor their implementation;
- Support the compilation and submission of the university's performance plans and reports to relevant organizations;
- Enter and report required information and data accurately and on time in government and institutional digital systems.

Minimum qualifications (knowledge, skills, and abilities):

- Bachelor's degree or higher;
- Excellent command of Mongolian official and administrative writing;
- Strong organizational and interpersonal communication skills;
- Responsible, principled, and adheres to ethical standards;
- Intermediate or higher level of English proficiency in both written and spoken communication;
- Proficient in Microsoft Office programs;
- Minimum of two years of experience in administrative work, or experience in a higher education institution is an advantage.

Required documents:

- Application letter;
- Current curriculum vitae (CV);
- Copies of higher education diplomas and relevant certificates;
- Two reference letters from previous employers.

How to apply:

All documents must be submitted in English as PDF files to the 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.

Only shortlisted applicants will be invited for an interview.