

VACANCY ANNOUNCEMENT AT GMT

Job Location: Nalaikh district, Ulaanbaatar, Mongolia

Posting Date: 17/08/2026

Closing Date: 31/08/2026

Expected starting date: 09/2026

Contract Type & Duration: 6 months / Project-based

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.

FURTHER TRAINING CENTER (FTC) MANAGER (Project position)

Responsibilities:

- Develop and implement the FTC's strategy, annual work plan, and training priorities based on market demand and industry trends;
- Build and manage long-term partnerships with mining and industrial companies to identify training needs and develop tailored proposals;
- Oversee the planning, scheduling, and delivery of training programs, coordinating trainers, participants, and other stakeholders;
- Manage the financial performance of the FTC, including budgeting, cost control, and achievement of revenue targets;
- Use participant feedback and performance data to continuously improve training quality and develop scalable, repeatable training formats.

Qualifications & Skills:

- Bachelor's degree or higher in Business Administration, Management, Project Management, Education, or a related field;
- At least 3 years of work experience in training management, project management, or business development;
- Experience working with companies or industry partners;
- Strong organizational, planning, negotiation, and reporting skills;
- Excellent communication, analytical, and business skills;
- Excellent written and verbal communication skills in both English and Mongolian.

Required Documents:

- An application letter;
- An up-to-date Curriculum Vitae;
- Copies of diploma and relevant certificates;
- Reference letter – 2 copies.

How to apply:

✉ All documents must be submitted in the English language in a PDF soft copy to the email address recruitment@gmit.edu.mn (cc: furthertrainingcenter@gmit.edu.mn).

☎ For any inquiries related to the call, please contact the HR Department via email or at (+976) 70232090.

🌐 Website: www.gmit.edu.mn

Only shortlisted applicants will be invited for an interview.