GERMAN - MONGOLIAN INSTITUTE FOR RESOURCES AND TECHNOLOGY

GOVERNMENT OF MONGOLIA MINISTRY OF EDUCATION

VACANCY ANNOUNCEMENT AT GMIT

Job Location: Nalaikh district, Ulaanbaatar, Mongolia **Expected starting date:** December 2026

Posting Date: 16 November 2026 **Closing Date:** 16 December 2026

Salary: Salary is commensurate with education and experience.

Established in 2013, the 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 the Mongolian and the German Federal Governments and continues to support the university's development. More information: www.gmit.edu.mn

ASSOCIATE TO FACULTY DEVELOPMENT AND ONLINE LEARNING

Responsibilities:

- Support developing policy and other documents related to the faculty development and implementation activities.
- Support faculty members in developing online content and manage, and monitor the online teaching platform used at the university for future improvements.
- Organize events such as faculty development workshops and online teaching training based on the needs of employees.

Requirements:

- Master's degree in Natural Sciences, Education, or Engineering;
- At least 3 years of work experience in the education sector;
- Ability to organize, plan, and report skills;
- Excellent English and Mongolian written and communication skills;
- Proficient knowledge of Microsoft Office (Word, Excel, PowerPoint, etc.) and other software related to online teaching.

Required Documents:

- An application letter;
- An up-to-date Curriculum Vitae;
- A list of scientific publications (if applicable);
- Copies of diploma and relevant certificates;
- Reference letter – 2 copies.

How to apply:

Send all documents in English, in PDF format, to **recruitment@gmit.edu.mn**
Documents issued in another language must be accompanied by a certified English translation.
For inquiries, please contact the HR Department at +976 7023-2090.

Only shortlisted applicants will be invited for an interview.