

## VACANCY ANNOUNCEMENT AT GMIT

**Job Location:** Nalaikh district, Ulaanbaatar, Mongolia

**Posting Date:** 30/12/2021      **Closing Date:** 30/01/2022

**Expected starting date:** 02/2022      **Salary:** Salary is commensurate with education and experience.

Established in 2013, the German-Mongolian Institute for Resources and Technology (GMIT) is not only the youngest state university in Mongolia, but also 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 ARCHIVE AND RECORDS

#### *The responsibilities of this position are:*

- Organize and manage the process of archiving records from GMIT departments and faculties (incl. student work), in accordance with the Mongolian law and regulations;
- Assist to update and to develop archival internal regulations and relevant procedures;
- Ensure on the usage of archiving documents, and transfer archival records into electronic data;
- Documenting and numbering all official letters, and forwarding to respective people;

#### *Minimum qualifications (knowledge, skills and abilities):*

- Bachelor degree in any field and certificate in Archive and Record Management related field;
- Two or more years of prior work experience;
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint etc.);
- English language of up to A2 level will be an advantage.

#### *Required documents:*

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

#### *How to apply:*

The application has to be submitted in the English or Mongolian language. For documents issued in other languages, a certified English translation needs to be provided. The application has to be submitted via email in PDF-format (single PDF-document) to [recruitment@gmit.edu.mn](mailto:recruitment@gmit.edu.mn) /// [www.gmit.edu.mn](http://www.gmit.edu.mn)

For any inquiries related to the call please contact our HR Department via email or at (+976) 7023 20 90.

**Only shortlisted applicants will be invited for an interview.**