

## VACANCY ANNOUNCEMENT AT GMT

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

**Posting Date:** 15/04/2024

**Closing Date:** 30/04/2024

**Expected starting date:** 05/2024

**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 Mongolian and the German Federal Government continues to support the development of the university.

### ASSISTANT TO ARCHIVE AND RECORDS

(Temporary)

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

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

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

- Bachelor's 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:***

All documents must be submitted in English or Mongolian language in a PDF soft copy to the email address [recruitment@gmit.edu.mn](mailto:recruitment@gmit.edu.mn)

Website: [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) 7023-2090.

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