

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.

ASSOCIATE TO EXTERNAL COOPERATION

The responsibilities of this position are:

- Coordinating the cooperation and communication with external partners, particularly from academics and industry (in Mongolia, Germany and internationally);
- Follow up on the implementation of MoUs and joint projects;
- Conducting events with Mongolian and international companies;
- Documenting the results of external cooperation (e.g. reports, PR materials for website, publication and patents list);

Minimum qualifications (knowledge, skills and abilities):

- Holds a master's degree in a management-related field or engineering / science / social science;
- Ability to communicate effectively with external partners in English and Mongolian (knowledge of German would be an additional asset but not a prerequisite);
- Ability to work in a structured way and to quickly understand the relevance and goals of various cooperation projects;
- Practical experience in a related position is an additional asset.

Required documents:

- Application letter;
- Up-to-date Curriculum Vitae;
- Copies of relevant certificates;
- Publication list (if applicable);
- Reference letters.

How to apply:

The application has to be submitted in the English 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 /// 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.