



**NATIONAL GEM & JEWELLERY AUTHORITY**  
**Ministry of Industries**  
**VACANCIES**



The National Gem and Jewellery Authority is calling for applications from qualified and experience candidates who are citizens of Sri Lanka for the following vacant positions.

**1. Director General**

**Qualifications & Experience.**

***External Candidates***

- a) A Bachelor's degree in Marketing Management / Business Administration or Management / Human Resources Management / Commerce / Economics Science / Chemistry as a subject and a Master level postgraduate qualification in Marketing Management / Business Administration or Management / Human Resources Management / Commerce / Economics / chemistry / Gemology from a recognized university by the U.G.C.

Preference will be given to candidates who have obtained the corporate Membership of a recognized professional institution in relevant field.

- b) With minimum of 20 years experience in managerial level out of which of 06 years experience at senior managerial level

**And**

- c) A proven ability of lead and direct a multidisciplinary team, Experienced in proper deployment and efficient management of human and other resources
- d) Ability to work in English is an essential.

***Salary scale***

HM 2.1 – Rs. [91645- - 2700 x 12 - 124045/-] + Government approved allowances

***Additional benefits***

- Official transport facilities will be provided under PED Circular No. 01/2015.

**Age**

Should be not below 40 years and not more than 55 years. However, the upper age limit would not apply to internal candidates.

**2. Director (Export Services & Export Marketing) - (HM 1-1) - 01 Post**

**Education Qualifications and Experience - External Candidates – (a) or (b)**

- a) A Bachelor's Degree in Marketing Management / Business Administration or Management / International Business / International Trade / Commerce / Economics / Strategic Management / Science which is recognized by the UGC

**With**

A Master Degree in Marketing Management / Gemology / Business Administration or Management Commerce / Economics / International Trade which is recognized by UGC.

**And**

A Minimum of 15 years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private Institution.

**Or**

- b) Full membership of Sri Lanka Institute of Marketing (SLIM) or Chartered Institute of Marketing (CIM) or  
Similar Qualification from a recognized Professional Chartered Institution.

**And**

A Minimum of 15 years' experience at a "Managerial level" in a Corporation, Statutory Board, Institution or a reputed private institution.

**Age**

Age should be not less than 35 years and not more than 55 years. However, the upper age limit would not apply to internal candidates.

**3. Director (Valuation / Gemologist) (HM 1-1) - 01 Post**

**Educational Qualifications and Experience - External Candidates**

A Bachelor's Degree in Science (Chemistry should be done as a subject) / Mineralogy / Gemology / Geology / Earth Resource Mining Engineering AND a Master Degree in Chemistry / Mineralogy / Gemology / Geology / Earth Resource Mining Engineering from a recognized university or Corporate Membership of a recognized Professional Institute with fifteen (15) years experience in Managerial Level after obtaining the 1<sup>st</sup> Degree.

**4. Director (Assaying & Hallmarking) (HM 1-1) - 01 Post**

**Educational Qualifications and Experience - External Candidates**

A Bachelor's Degree in Chemistry / Earth Resource Mining Engineering / Gemology / Geology / Mineralogy / Business Administration or Management / Marketing Management AND a Master Degree in Chemistry / Earth Resource Mining Engineering / Gemology / Geology / Mineralogy / Business Administration or Management / Marketing Management from a recognized University with fifteen (15) years experience in Managerial Level after obtaining the 1<sup>st</sup> Degree.

**Age for the post No. 03 and 04**

Age should be not less than 35 years and not more than 50 years. However, the upper age limit would not apply to internal candidates.

**Salary scale for the posts No.02, 03 and 04**

HM 1-1 Rs 80,295-2270x15-114,345 + Government approved allowances

**5. Procurement Officer (JM 1-1) - 01 Post**

**Educational Qualifications and Experience - External Candidates**

- a) A Bachelor's Degree in Accountancy / Management / Commerce / Economics or Intermediate level qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) / Chartered Institute of Management Accountants (CIMA) / Association of Certified and Corporate Accountants (ACCA) / Higher National Diploma in Accountancy with one (01) year post qualifying experience in the relevant field in a Government Department, Corporation and Board or in a reputed mercantile establishment.
- b) Preference will be given to candidates having 1<sup>st</sup> or 2<sup>nd</sup> class Degree and candidates who hold Advanced Diploma in Financial and Management Accounting or Supplies and Material Management in National Institute of Business Management (NIBM) or Fully qualification in the Association of Accounting Technicians of Sri Lanka (AATSL).
- c) Ability to work in English is an essential.

### **Salary scale**

JM 1-1 – (Rs. 42,600 – 755x10 -1135x18-70,580/-) + Government approved allowances

### **Age**

Should be not less than 22 years and not more than 45 years Before the closing date of applications. However, the upper age limit would not apply to internal candidates.

### **6. Valuer Gemologist Assistant – (MA 5-1) - 02 posts**

#### **Educational Qualifications and Experience - External Candidates**

Bachelor's Degree in Gemology / Geology / Mineralogy / Mineral Technology / Environment Science & Natural Resources Management / Science (Mineralogy / Chemistry / Geology / Physics should be as a subject) from a university recognized by the UGC.

#### **Salary scale for the posts No.14 to 17**

MA 5.1- Rs. [34,870 – 10x660- 15x755-11x930-63,025/-] + Government approval allowances.

### **Age**

Should be not less than 22 years and not more than 45 years Before the closing date of applications. However, the upper age limit would not apply to internal candidates.

#### **Additional Benefits:**

- Contributing EPF & ETF fund
- Incentive payment on annual profits
- Reimbursement of Medical Expenses for employees and dependents
- Transport Allowances
- Reward Money
- Housing loan interest, etc.

Interested candidates should submit their applications with 02 non-related referees and their contact details together with certified copies of certificates to reach the Chairman & Chief Executive Officer, **National Gem & Jewellery Authority, No. 12. Maxons Tower, Alfred House Garden, Colombo 03 on or before 26/11/2022** by registered post. The post applied for should be written on top left and hand corner of the envelope.

The applicant already in National or Provincial Government Service/ Corporation and Statutory Boards should submit their applications through the Heads of the respective Departments or Corporations. Late applications will be rejected.

Only the eligible applicants will be called for an interview.

**The following vacancies in this Authority have been advertised in the web site [www.ngja.gov.lk](http://www.ngja.gov.lk) from 12/11/2022.**

**CHAIRMAN & CHIEF EXECUTIVE OFFICER**  
**National Gem and Jewellery Authority**  
**No. 12. Maxons Tower, Alfred House Garden, Colombo 03**  
**Telephone: 011-2329295/2325364/2390645-8 Fax: 011-2320758**  
**Website: [www.ngja.gov.lk](http://www.ngja.gov.lk)**