



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



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

**1. Director – (Human Resources & Administration) 01 Post**

**Qualifications & Experience.**

***External Candidates***

A Bachelor's Degree in Human Resource Management/ Business Administration or Management/ Commerce/ Economics AND a Master degree in Human Resource Management/ Business Administration or Management/ Commerce/ Economics from a recognized university with 15 years' experience in managerial level after obtaining the 1<sup>st</sup> degree.

***Salary Scale***

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

***Age***

Age should be not less than 35 years and not more than 50 years. (Before the closing date of applications)  
However, the upper age limit would not apply to internal candidates.

**2. Director – (Enforcement and Regional Development) 01 Post**

**Qualifications & Experience.**

***External Candidates***

A Bachelor's Degree in Business Administration or Management/ Commerce/ Economics/ Marketing Management/ Chemistry/ Earth Resource Mining Engineering AND a Master Degree in Business Administration or Management/ Commerce/ Economics/ Marketing Management/ Chemistry/ Earth Resource Mining Engineering from a recognized university with fifteen (15) years' experience in managerial level after obtaining the 01<sup>st</sup> Degree.

***Salary Scale***

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

***Age***

Age should be not less than 35 years and not more than 50 years. (Before the closing date of applications)  
However, the upper age limit would not apply to internal candidates.

### **3. Assistant Valuer / Gemologist (02 Post)**

#### **Qualifications & Experience (01 or 02 or 03 or 04 or 05)**

##### ***External Candidates***

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

##### ***WITH***

Two years certificate course in Gemology from recognized institution with 02 year experience OR Diploma in Gemology from recognized institution.

3. Having obtained fellowship from recognized professional Gemological Institute and minimum of 05 years post qualifying experience in a reputed Gem Testing Laboratory.
4. Having obtained Diploma in Gemology and 10 years post qualifying experience in a reputed Gem Testing Laboratory.
5. Having obtained two years part time certificate course in Gemology from recognized institute and minimum 12 years post qualifying experience in a reputed Gem Testing Laboratory.

##### ***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.

##### **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,
- Annual Balance Leave payment 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. Macksons Tower, Alfred House Garden, Colombo 03 on or before 07/01/2023** 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.

Citizens applying for all the above positions should be bound to work in any part of the country

The following vacancies in this Authority have been advertised in the web site [www.ngja.gov.lk](http://www.ngja.gov.lk) from 27/12/2022.

**CHAIRMAN & CHIEF EXECUTIVE OFFICER**  
**National Gem and Jewellery Authority**  
**No. 12. Macksons 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)**