



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

Job Description

Overall administration of the organization and responsible for the Human Resource Development and Administration activities of the NGJA, responsible for identification of staff development needs and implementation of planned programs for human resource development in the organization particularly at the managerial levels, responsible for advising the Authority on its personnel policy and formulation of programs, procedures for staff development and motivational administration, responsible for identifying the training needs of the staff of the Authority, formulation of policies, strategies and programs geared to fulfilling these needs.

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 1st degree.

Internal

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 minimum of five (05) years' satisfactory service in Managerial Category of Grade I (MM 1-1).

Salary Scale

HM 1-1 : - Rs. 140,640 - 4100 X 15 – 202,140/- + Government approved allowances
(This salary scale will be effective from 01.01.2027)

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.

Additional Benefits:

- Official transport facilities will be provided under PED Circular No. 01/2015
- Professional Allowance
- Telephone Allowance
- Contributing EPF & ETF fund
- Incentive payment on annual profits
- Reimbursement of Medical Expenses for employees and dependents
- Reward Money
- Housing loan interest,
- Annual Balance Leave payment etc.

❖ Citizens applying for all the above positions must be willing to serve in any area of the country.

Interested applicants for the above positions should submit their applications along **with certified copies of their educational/professional/other certificates** & along with the names, designations and telephone numbers of two non-relatives who can provide information about you.

Candidates with the above qualifications should send their applications by registered post on or before **10th October 2026**, addressed to the Chairman and Chief Executive Officer at the address below, indicating the name of the post applied for on the top left corner of the envelope.

Candidates working in the public sector should send their applications through their Head of Department. Late applications will be rejected. **Only qualified candidates will be called for interview.**

Chairman and Chief Executive Officer

National Gem & Jewellery Authority

No. 260, RTFC & WMC Building, Lake Drive, Colombo 05

Tel. - 011-2390645 , 011-2390646

Fax - 011-2320758