NATIONAL GEM & JEWELLERY AUTHORITY
Ministry of Industries and Entrepreneurship Development
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.

01. Director Finance (HM 1-1) - 01 Vacancy

Job Description

Overall administration of the Finance Division, to Formulate Policies, office guidance and provide information to Management on financial planning, budgeting for control, accounting, costing and financial reporting, credit and collection, banking, cash management, auditing and insurance. He /She is responsible to improve and monitoring of the Fund, preparing financial and accounting report in accordance with the corporate requirements; providing accounting services to consolidate financial and action plan and analyzing the financial and fund situation of the Authority prior to each Audit and Management Committee and Board Meetings.

Qualification & Experience

a) Membership of this Institute Chartered Accountants of Sri Lanka or membership of chartered Institute of Management Accountant UK and Membership of chartered Institute of certified Accountant UK.

Or

b) A Bachelor's Degree in Accountancy /Commerce/ Economics/ Management and Master degree in Management

And

c) Minimum of fifteen (15) years' experience in Managerial level in a Government, Department, Corporation, Board or reputed private sector institution.

Internal

a) Membership of this Institute Chartered Accountants of Sri Lanka or membership of chartered Institute of Management Accountant UK and Membership of chartered Institute of certified Accountant UK.

Or

b) A Bachelor's Degree in Accountancy /Commerce/ Economics/ Management and Master degree in Management

And

c) Minimum of five (5) years satisfactory service in Managerial category of Grade I (MM 1-1)

Salary Scale

HM 1-1 – (Rs. 140,640 – 4,100 X 15 – 202,140/-) + Government Approved Allowances.
(This salary scale will be effective from 01.01.2027)

Other Allowances

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

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.

Other Allowances

- Professional Allowance
- Telephone Allowance

Age

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

Additional Benefits

- Benefits of Employees Provident Fund & Employee Trust Fund
- Incentives based on annual profits
- Medical facilities for the employee and his/her family
- Transportation allowance
- Prize giveaways
- Favorable home loan interest rates and other loan facilities

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 11.12.2026, 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, R**T**FC & WMC Building, Lake Drive, Colombo 05
Tel. - 011-2390645 , 011-2390646 Fax - 011-2320758