



# NATIONAL GEM & JEWELLERY AUTHORITY

## STATE MINISTRY OF GEMS AND JEWELLERY RELATED 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. Deputy Director General – (HM 1-3) – 01 Post

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

- A Bachelor's degree in Marketing Management / Business Administration or Management / Human Resources Management / Commerce / Economics / Chemistry and a Master level postgraduate qualification in Marketing Management / Business Administration or Management / Human Resources Management / Commerce / Economics / Chemistry / Gemmology from a recognized university by the UGC.
- Preference will be given to candidates who have obtained the Corporate Membership of a recognized professional institution in relevant field.
- With minimum of 18 years' experience in managerial level out of which 03 years' experience at senior managerial level
- Ability to work in English is essential.

##### Salary scale

HM 1-3 2016 Rs. [86,865 – 15 x 2,270 -120,915] + Government approved allowances

##### Age:

Age should be not less than 40 years and not more than 50 years. However, the upper age limit would not apply to internal candidates.

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

##### Educational Qualifications and Experience - External Candidates – (a) or (b)

- 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's Degree in Marketing Management/Gemmology/Business Administration or Management/Commerce/Economics/International Trade which is recognized by the UGC.  
And  
A Minimum of 15 years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private Institution.
- 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.

#### 3. Director (Valuation / Gemmologist) (HM 1-1) - 01 Post

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

A Bachelor's Degree in Science (Chemistry as a subject) / Mineralogy / Gemmology / Geology / Earth Resource Mining Engineering AND a Master's Degree in Chemistry/ Mineralogy / Gemmology / 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 / Gemmology / Geology / Mineralogy / Business Administration or Management / Marketing Management AND a Master's 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 posts No. 02 and 04

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

##### Salary scale for the posts No. 02 to 04

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

#### 5. Assistant Director (Enforcement & Regional Development) MM 1-1 – 01 Post

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

- Bachelor's Degree in Business Administration / Management / Commerce / Chemistry or, and Earth Resource Mining Engineering from a University recognized by the UGC with three (03) years post qualifying experience in the relevant field in a Government Department, Corporation, Board or in a reputed mercantile establishment.
- Preference will be given to candidates having 1<sup>st</sup> or 2<sup>nd</sup> Class degree.

#### 6. Assistant Director (Legal) MM 1-1 – 01 Post

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

A Bachelor's Degree in Law from a university recognized by the UGC and Attorney-at-Law.

##### AND

A minimum of one year post qualifying experience in the relevant field to the post, after obtaining the first degree.

##### Salary scale for the posts No.05 & 06

MM 1-1-2016 Rs. [53,175 – 10 x 1,375 – 15 x 1,910 - 95,575/-] + Government approved allowances

##### Age for the posts No.05 & 06

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

#### 7. Geologist JM 1-1 - 01 Post

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

- A Bachelor of Geology Degree with one (01) year post qualifying experience in the relevant field in a Government Department, Corporation and Board or in a reputed mercantile establishment.

- Preference will be given to candidates having 1<sup>st</sup> or 2<sup>nd</sup> Class degree.
- Ability to work in English is essential

#### 8. Assistant Valuer / Gemmologist (JM 1-1) – 02 Posts

##### Educational Qualifications and Experience - External Candidates – one of qualifications the given below:

- Bachelor's Degree in Gemmology from a university recognized by the UGC  
or  
b) Bachelor's Degree in Mineralogy / Environment Science & Natural Resources Management / Science (Gemmology / Mineralogy / Chemistry / Geology / Physics should be as a subject) from a university recognized by the UGC  
With  
two years certificate course in Gemmology from a recognized Institution or / Diploma in Gemmology (Diploma in Gemmology is considered equal to two years certificate course + 2 years experience)  
or  
c) Having obtained fellowship of recognized professional Gemmological Institute, and a minimum of 05 years post qualifying experience in reputed Gem testing laboratory  
or  
d) Having obtained Diploma in Gemmology and 10 years post qualifying experience in a reputed Gem testing Laboratory.  
or  
e) Having obtained a two years part time certificate course in Gemmology from a recognized Institute and minimum 12 years post qualifying experience in reputed Gem testing Laboratory.

#### 9. Administrative Officer (JM 1-1) – 01 Post

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

- Bachelor's Degree in Business Administration or Management / Commerce / Economics / Human Resource Management / Statistics from a recognized by the UGC with one (01) year post qualifying experience in the relevant field in a Government Department, Corporation and Board or in a reputed mercantile establishment
- Preference will be given to candidates having 1<sup>st</sup> or 2<sup>nd</sup> class Degree.
- Ability to work in English is essential.

#### 10. Planning Officer (JM 1-1) - 01 Post

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

A Bachelor's Degree in Business Administration / Management / Commerce / Marketing Management / International Trade / Geography / Economics / Statistics / Policy Management / Accountancy / Public / Planning / Industrial Studies / or relevant field from a University recognized by the UGC.

#### 11. Statistical Officer (JM 1-1) - 01 Post

##### Educational Qualifications and Experience - External Candidates – (a) or (c) or (b)

- Bachelor's Degree in Business Administration/ Management / Commerce / Economics / Marketing Management / Statistics / Policy Management / Geography / Finance (with Statistics as a subject) which is recognized by the UGC.
- Having passed the intermediate examination of a recognized professional chartered institute in Business Administration / Management / Commerce / Economics / Marketing Management / Statistics / Policy Management / Geography / Finance (with Statistics as a subject).
- Having obtained a certificate of proficiency of the National Vocational Qualification Level 7 or similar qualification issued by a Technical / Vocational / Management Training Institute accepted by the Tertiary and Vocational Education Commission in Statistics

#### 12. Human Resource Officer

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

- Bachelor's Degree in Business Administration or Management / Commerce / Human Resource Management which is recognized by the UGC
- Having passed the intermediate examination of a recognized professional chartered institute of which the subject area is relevant to the post

#### 13. Procurement Officer (JM 1-1) - 01 Post

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

- 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.
- 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).
- Ability to work in English is essential.

##### Salary scale for the posts No. 07 to 13

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

##### Age for the posts No.07 to 13

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

#### 14. Valuer Gemmologist Assistant – (MA 5-1) - 02 posts

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

Bachelor's Degree in Gemmology / 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

#### 15. Enforcement & Regional Development Assistant - (MA 5-1) - 01 Post

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

- A Bachelor's Degree in Business Administration or Management / Commerce / Economics / Chemistry / Gemmology Physics / Earth Resources Mining Engineering from a university recognized by the UGC

- Preference will be given to candidates having 1<sup>st</sup> or 2<sup>nd</sup> class degree.
- Ability to work in English is essential.

#### 16. Promotional Assistant - (MA 5-1) - 01 Posts

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

- A Bachelor's Degree in Business Administration / Management / Commerce / Economics / Marketing Management / Science from a university recognized by the UGC.
- Preference will be given to candidates having 1<sup>st</sup> or 2<sup>nd</sup> class degree.
- Ability to work in English is essential.

#### 17. Environment Assistant - (MA 5-1) - 01 Post

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

A Bachelor's Degree in Science / Environmental Science / Natural Resource Management / Geography from a university recognized by the UGC.

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

MA 5-1- 2016 - Rs. [34,870 – 10x660- 15x755-11x930-63,025/-] + Government approved allowances

##### Age for the posts No.13 to 17

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

#### 18. Technician (Assaying & Hallmarking) - 02 posts (MA 2-2)

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

Diploma in Chemistry from a recognized professional institute or an equivalent qualification to NVQ Level 5 issued by a Technical / Vocational/ Management Training Institute accepted by the Tertiary and Vocational Education Commission

#### 19. Technical Assistant (Electronic) - 01 post (MA 2-2)

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

Having obtained a Technical qualification not below than the National Vocational Qualification Level 5 or similar, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission

#### 20. IT Assistant (MA 2-2) - 01 Post

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

- Passed the GCE (O/L) Examination in 06 subjects in one sitting with 04 credit passes including Sinhala/Tamil/English Language and Maths.
- Having achieved the performance level required to follow to tertiary education course by passing the required number of subjects other than the "General Paper" at the G.C.E. (A/L).
- Having successfully completed a Diploma in IT not below NVQ level 5 conducted by a recognized institute.

#### 21. Technician (Valuation / Gemmology) (MA 2-2) - 01 Posts

##### Educational Qualifications and Experience - External Candidates (a) or (b)

- Diploma in Gemmology equivalent to NVQ Level - 05
- Gemmology Certificate issued by a recognized institute / university with two (02) years experience

##### Salary Scale for posts No.18 to 21

MA 2-2 - Rs. [30,310 - 10x300 -7 x 350 - 4x600 - 20x710 - 52,360/-] + Government approved allowances

##### Age for posts No. 18 to 21

Should be not less than 18 years and not more than 45 years (as at the closing date of the applications). However, the upper age limit will not apply to internal candidates.

#### 22. Management Assistant (MA 1-2) – 13 Posts

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

- Having passed the G.C.E. (O/L) examination in six (06) subjects in one sitting with credit passes for four (04) subjects including
  - Sinhala / Tamil
  - English language
  - Maths
- Having passed three (03) subjects (other than the General Paper) at the G.C.E. (A/L) examination.

##### Salary Scale

MA 1-2 - Rs. [27,910 – 10x300 – 7x350 – 12x600 – 12x710 – 49,080/-] + Government approved allowances.

Age: Should be not less than 18 years and not more than 45 years (as at the closing date of the applications). However, the upper age limit will 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: 25, Galle Face Terrace, Colombo 03 on or before 05<sup>th</sup> February 2021 by registered post. The post applied for should be written on top left-hand corner of the envelope.

Applicants 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.

**CHAIRMAN & CHIEF EXECUTIVE OFFICER**  
**National Gem and Jewellery Authority**  
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Colombo 03

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