



VACANCIES

The NGJA is calling for applications from qualified and experienced candidates who are citizens of Sri Lanka for the following positions.

1. Geologist - 01 Post

Job Description -:

Analyzing Geological feature to conduct Gem Mining Industry by Developing Mining Techniques, Environmental impact assessment to develop industry in Environmental sensitive areas. Preparation of plans, Project reports and Geological maps pertaining to the mining areas.

Qualifications:

A Bachelor's 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 1st or 2nd class Degree.

Ability to work in English is an essential.

2. Legal Officer – 02 post

Job Description -:

Attend to the all matters pertaining to the Court cases, LT cases, Arbitrate and Labour Department inquiries, Preparation of agreement, contracts and disciplinary matters etc.

Qualifications:

A Bachelor's of Law Degree and Attorney at Law with One 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 1st or 2nd Degree

Ability to work in English essential.

Salary Scale : w.e.f. 01.01.2009 - JM 1-1 - 2006 A : Rs. [20525 - 10 x 365 - 18 x 550 - 34075]

3. Enforcement & Regional Development Assistant - 05 Post

Job Description -:

Plan and execute operational regulatory and development functions of the Regional.

Recommend for issuing all kind of license related to Gem & Jewellery Industry in accordance with the procedure of the Authority. Inspection of lands, gem pits and ensure that the licensees are carried out their work in accordance with the rules, regulations and conditions of the licensee.

Qualifications:

External : A Bachelor's Degree in Science/Economics /Law/Business Administration /Management/ Commerce from a university recognized by the UGC

Internal : Having obtained the qualifications required by the external candidates above

4. Promotional Assistant – 01 post

Job Description -:

Responsible to the Head of the Division /Unit of Asst. Directors/Deputy Directors for the execution of the activities in the following areas: Plan and execute operational functions of the Division/Unit under the supervision of the superior officer.

Coordinator activities related to the relevant product sector. Update data/ information for the relevant sector. Attend to any other duty connected with promotion of export of goods and services

Qualifications:

External: A Bachelor's Degree in Marketing Management / Business Administration or Management /Commerce /Economics / Mass Media /communication from a university recognized by the UGC

Internal: Having obtained the qualifications required by the external candidates above

Salary Scale : w.e.f. - 01.01.2009 - MA 5.1 - 2006A - Rs. [16,890 - 10x320 - 15x365 - 11x450 - 30,515]

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.

Interested candidates should submit their applications with 02 non related referees and their contact details together with two copies of certificates to reach the Chairman & Chief Executive Officer, National Gem & Jewellery Authority, No: 25, Galle Face Terrace, Colombo 03 on or before 29.05.2015 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 Bodies 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 & CEO

National Gem and Jewellery Authority

25, Galle Face Terrace, Colombo 03.

Telephone : 0112329295, 2325364, 2390645 -8 **Fax** : 0112320758

Website : www.ngja.gov.lk