

# Assistant Director (Legal) – (MM 1-1) – 01 Vacancy

## **Assistant Director (Legal) – (MM 1-1)**

### **Job Description**

Provision of advice on all matters relating to Gem & Jewellery industry and preparation of agreements, contract, bonds etc. Preparation of the documents and field in civil actions appearance in courts, labor, Tribunals and other Legal Bodies on behalf of the NGJA. Attend to inquires raised on issuance of Gem Mining Licenses. Examination of titles, checking matters at the Land Registry and with the registrar of companies. Assist to the Director General in order to smooth functioning of the Legal activities of the NGJA.

### **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**

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

## **Age**

Should be not less than 22 years and not more than 45 years.

## **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.

The applicant should be committed to work any part of the country.

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 Gardens, Colombo 03, on or before 06.01.2025 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 and Chief Executive Officer**

National Gem & Jewellery Authority

No.12,Macksons Tower, Alfred House Gardens, Colombo 03, Colombo

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