



NATIONAL GEM & JEWELLERY AUTHORITY
Ministry of Industries



The National Gem and Jewellery Authority is calling for applications from qualified and experienced candidates who are citizens of Sri Lanka for the following position.

EVENT COORDINATOR - 02 POST (ASSIGNMENT BASIS)

Qualifications & Experience

- Professional qualifications in event management specially in logistic management and tourism etc..
- Minimum of 10 years proven experience in handling and coordinating events.
- Computer literacy (Ms Word, Ms Excel, Ms Power Point etc.)
- Minimum of 5 years strong organizational and project management skills.
- Excellent communication and interpersonal skills in English and Sinhala
- Ability to work under pressure and meet tight deadlines.
- Creative thinking and problem-solving abilities.
- Flexibility to travel and work irregular hours during events.
- Ensuring compliance with health and safety regulations.

Key Responsibilities

1. Assistant for the Event Planning:
 - Develop comprehensive event plans, including timelines, budgets, and logistics.
 - Coordinate with stakeholders with regard to event requirements and objectives.
2. Exhibitor Relations Responsibilities:
 - Communicate with potential exhibitors and attract them to exhibit at the show
 - Assist exhibitors in the registration process and obtain additional facilities to provide necessary information.
 - Address exhibitor inquiries and concerns promptly.
3. Logistics Management Functions:
 - Coordinate logistics, including booth allocation, setup, and breakdown.
 - Collaborate with vendors for services such as catering, audio-visual equipment, and booth design.
4. Marketing and Promotion:
 - Develop and implement marketing strategies to promote the exhibition.
 - Work closely with the marketing team to create promotional materials and advertisements.
 - Utilize digital platforms and social media to enhance event visibility.
5. On-Site Coordination:
 - Oversee on-site activities to ensure smooth event operations.
 - Address issues or emergencies as they arise during the event.
6. Networking:
 - Foster relationships with key industry players, exhibitors, and sponsors.
 - Attend industry events to stay informed about trends and potential collaborators.
7. Post-Event Evaluation:
 - Assist in preparing post-event evaluations to assess the success of the exhibition.
 - Gather feedback from exhibitors and attendees for continuous improvement.

Salary Scale: Negotiable

Age: Should be not less than 22 years and not more than 55 years. (Before the closing date of applications)

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 Garden, Colombo 03 on or before 05.01.2024** by registered post. The post applied for should be written on top left and hand corner of the envelope. Only the eligible applicants will be called for an interview.

Citizens applying for all the above positions should be bound to work in any part of the country

CHAIRMAN & CHIEF EXECUTIVE OFFICER
National Gem and Jewellery Authority
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