

Pakistan Gems and Jewelry Development Company

Criteria and TORs for Vacant positions

Advisor (Gems and Jewelry Sector) (Foreign National Only)

Locations: Islamabad (01)

Location: Islamabad (01 Position)

Reporting To: Chief Executive Officer (CEO), Pakistan Gems and Jewellery Development Company (PGJDC)

Note: International applicants may apply via email by sending their completed application form, credentials, and updated CV to: pgjdc2026@gmail.com

Purpose of the Position

The Advisor (Gems & Jewellery Sector) will provide strategic guidance and technical expertise for the development, modernization, and international competitiveness of Pakistan's gems and jewellery sector. The incumbent will assist PGJDC in formulating sector development strategies, enhancing exports, strengthening gemstone valuation and certification systems, improving skills development, and facilitating technology transfer and international partnerships.

Educational Qualification

- Ph.D. or Master's Degree in Geology, Jewellery Design & Manufacturing, Mining Engineering, Mineral Economics, Geology, Business Administration, International Trade, Supply Chain Management, or a related discipline from a recognized institution.
- International certifications in Geology, Gemstone Processing, Jewellery Manufacturing, or related fields will be considered an added advantage.

Experience

- Minimum twenty (20) years of relevant professional experience in the Gems & Jewellery sector.
- Must have served in senior executive or C-Level leadership positions within internationally recognized gems, jewellery, mining, gemstone trading, certification, or related organizations.
- Demonstrated experience in sector development, policy formulation, strategic planning, and institutional development.
- Proven experience in export promotion and international market development.
- Hands-on experience in gemstone evaluation, grading, certification, and valuation systems.
- Experience in establishing and managing gem testing laboratories, valuation centres, jewellery training institutes, certification facilities, or related organizations.
- Extensive knowledge of global gemstone and jewellery markets, supply chains, and regulatory frameworks.
- Experience in technology transfer, investment promotion, and international stakeholder engagement.

Key Responsibilities

Strategic Advisory

- Advise PGJDC on national strategies for the development of Pakistan's gems and jewellery sector.
- Develop roadmaps for increasing exports, value addition, and international competitiveness.
- Recommend policy reforms and regulatory improvements based on international best practices.

- Develop relevant policies, ToR's , Rules and Regulation for effective implementation of Gemstone Policy , and implementation of Gems and Jewellery Authority
- Any other task/job as assigned by the Management.

Sector Development

- Design and implement sector development initiatives aimed at enhancing productivity, quality, and sustainability.
- Identify opportunities for investment, technology transfer, and international partnerships.
- Facilitate linkages between miners, processors, manufacturers, exporters, and international buyers.

Gemstone Evaluation and Certification & Support in Establishment Gemstone Authority.

- Advise on establishment and strengthening of gemstone evaluation, grading, certification, and testing facilities.
- Develop internationally recognized standards and procedures for gemstone valuation and certification.
- Guide implementation of quality assurance and traceability systems.
- Develop rules and regulation for Gems & Jewellery Authority and develop SOPs for Registration of Stake holders and monitoring mechanism.

Skill Development

- Develop strategies for human resource development and capacity building within the sector.
- Advise on establishment and modernization of training centres for gemstone processing, jewellery manufacturing, and design.
- Facilitate partnerships with international training institutions and certification bodies.

Export Promotion

- Formulate export enhancement strategies targeting key international markets.
- Support participation in international trade fairs, exhibitions, and business-to-business networking events.
- Identify emerging global trends and market opportunities.

Institutional Strengthening

- Recommend organizational improvements and institutional frameworks for PGJDC.
- Assist in developing monitoring and evaluation mechanisms for sector development programs.
- Provide periodic reports and recommendations to the CEO and Board of Directors.

Required Skills and Competencies

- Excellent verbal and written communication skills.
- Strong presentation and stakeholder engagement abilities.
- Strategic planning and analytical skills.
- Leadership and team management capabilities.
- Strong negotiation and networking skills.
- Ability to work effectively with government agencies, international organizations, industry associations, and private sector stakeholders.
- Proficiency in preparation of policy papers, feasibility studies, business plans, and strategic reports.

Duration

- Contract-based appointment, initially for a period on one year, extendable based on performance and organizational requirements.

Age Limit

- Preferably between **50–70 years**, subject to exceptional qualifications and experience.

Remuneration

- Market-based competitive package commensurate with qualifications, experience, and international standing.

Preference Will Be Given to Candidates Having:

- Experience in leading national gems and jewellery development programs.
- Experience in gemstone mining, processing, cutting, polishing, jewellery manufacturing, and export development.
- Established international network within the global gems and jewellery industry.
- Experience working with government agencies, development organizations, and international trade bodies.

Chief Financial Officer**Locations: Islamabad (01)**

Location: Islamabad (May be posted in Karachi initially or as deemed appropriate by the management)

Candidate must fulfill the following requisites**Qualification.**

- a) A Member of an organized body of professional accountants with at least five years' experience of serving in corporate sector or SOE. Or
- b) Holding a Master Degree in Finance or related discipline from a university recognized by the HEC with at least ten years of relevant experience.

Age:

Not more than 45 Years

Area of Expertise.

The Chief Financial Officer (CFO) shall be responsible for the overall financial management, accounting, budgeting, treasury operations, financial reporting, regulatory compliance, and internal financial controls of the Company. The CFO shall perform the following functions and responsibilities:

- Manage and oversee the Finance & Accounts Department of the Company in accordance with approved policies, applicable laws, and International Financial Reporting Standards (IFRS) as adopted by SECP.
- Prepare, review, and finalize annual financial statements, quarterly accounts, management accounts, and periodic financial reports, and ensure their timely submission to the CEO, Board of Directors, Board Committees, and regulatory authorities.
- Lead the preparation, consolidation, implementation, and monitoring of the annual budget of the Company, including development projects funded through PSDP and other sources.
- Well-versed with the development of Projected Financials and Project Pre-Feasibilities studies, and calculations of NPV, IRR of projects.
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- Supervise and coordinate with the Ministry, AGPR, Finance Division, Planning Commission, and other relevant authorities regarding the release, utilization, and reporting of allocated funds and grants after consultation with management.

- Ensure that all receipts, payments, accounting entries, and financial transactions are properly authorized, accurately recorded, and maintained in accordance with applicable accounting standards, policies, and internal controls.
- Act as an authorized co-signatory for payments, bank accounts, and financial instruments in accordance with the approved Delegation of Financial Powers.
- Ensure effective cash flow management, treasury operations, liquidity management, and prudent utilization of Company funds.
- Monitor and ensure compliance with all applicable tax laws and regulations, including income tax, sales tax, withholding taxes, and other statutory obligations, and ensure timely filing of returns and payment of liabilities.
- Monitor and ensure timely disbursement of salaries, allowances, benefits, and other employee-related payments.
- Ensure timely reconciliation of all bank accounts and financial records and address any discrepancies identified.
- Arrange and coordinate internal, external, statutory, and special audits of the Company and ensure implementation of audit observations and recommendations.
- Liaise and coordinate with auditors, banks, tax consultants, legal advisors, regulatory authorities, and other stakeholders on financial matters.
- Establish, implement, and maintain effective internal financial controls, risk management systems, and financial governance mechanisms to safeguard the Company's assets and resources.
- Monitor and maintain complete records of the Company's fixed assets, inventory, stores, and stock, and ensure periodic physical verification, reconciliation, safeguarding, and proper accounting thereof.
- Ensure proper maintenance of the Fixed Asset Register, Inventory Registers, Stock Records, and Depreciation Schedules in accordance with applicable accounting standards procedures and Company policies.
- Review and provide financial scrutiny of procurement proposals and ensure compliance with the approved Procurement Policy, Delegation of Financial Powers, and other applicable rules and regulations.
- Evaluate and manage short-term investments and surplus funds in accordance with approved policies and directions of the Board of Directors.
- Ensure proper accounting, utilization, monitoring, and financial reporting of Government grants, PSDP funds, development projects, donor-funded projects, and other special assignments.
- Implement and monitor decisions, directions, and recommendations of the Board of Directors, Audit Committee, Finance Committee, and other Committees relating to financial matters.
- Ensure compliance with the Companies Act, 2017, applicable Corporate Governance requirements, SECP regulations, directives of the Government, and all other applicable laws, rules, and regulations and rules and regulation of the Company
- Develop and maintain an effective Financial Management Information System (FMIS) and ensure proper maintenance, security and backup of financial records and data.
- Provide strategic financial advice and recommendations to the CEO, Board of Directors, and Board Committees on financial planning, budgeting, investments, risk management, sustainability, and overall financial performance of the Company.

- Support the Board of Directors and its Committees by providing financial analyses, reports, presentations, and information required for informed decision-making.
- Any other task/job as assigned by the Management.

Manager Marketing

Locations: Islamabad (01)

Candidates must fulfill the following requisites:

Education

- Master in Business Administration in Marketing/supply chain management from HEC recognized university

Experience

- Minimum 7 years' experience in Marketing of reputable organization
- Having good verbal, written communication and presentation skills.
- Should be able to prepare the marketing strategies and Plans for the Company and its Projects in accordance with given budget. Experience of managing exhibition and trade shows.
- Practice on of E-marketing, e-commerce business
- Should be creative , innovative and capable to identifying and implementation, interventions that can supplement sector promotion activities
- Exposure of arranging National and International event management programs
- Conduct market research to determine Gems & Jewellery market requirements
- Drafting briefs, proposals, business plans, concept papers, PC1-s etc related to Marketing
- Perform any other duties, assignments, or responsibilities as may be assigned by the CEO

Maximum Age:

Not more than 45 Years

Manager Trainings

Locations: Islamabad (01),

Candidates must fulfill the following requisites:

Education

- Masters from HEC recognized university with preferable in Bachelor in Education

Experience

- Minimum 7 years' experience in managing the multiple training centers, Curriculum development of Vocational Training Courses , Instructors supervision, identify new training techniques, team work and coordination with training centers
- Responsible for managing operations of training centers, curriculum development, faculty coordination, project proposals, donor liaison local and International, international training facilitation, and promotion of Gems & Jewelry training programs.
- Donor Coordination and development of training proposals
- Candidates having related experience to Gems and Jewelry sector training will be preferred
- Having good verbal, written communication and presentation skills.
- Any other task/job as assigned by the Management.

Age:

Not more than 45 Years

Executive Secretary to Chief Executive Officer (Female)
Locations: Islamabad (01)

Candidates must fulfill the following requisites:

Education

- Bachelor's/Master's degree from HEC recognized university

Experience

- Minimum 5 years' experience in role of Executive Secretary to CEO/MD or Chairman of Private or public sector.
- Candidate must have excellent communication i.e written, verbal and presentation skills, coordination and organizational skills.
- Should be able to managing CEO's schedule, correspondence, meetings, documentation, follow up of the tasks/assignments
- Well Proficiency in MS Office is required.
- Perform any other duties, assignments, or responsibilities as may be assigned by the management

Age:

Not more than 30 years

Assistant Manager -Projects
Locations: Islamabad/Karachi (02)

Candidates must fulfill the following requisites:

Education

- Graduation from HEC recognized University in Engineering (Industrial/ Mechanical), Chemistry /Applied Chemistry, or MBA

Experience

- Minimum 5 years' experience post qualification in reputable organization in Quality Assurance department and Project Management Experience.
- Candidate is responsible Ensuring quality, compliance, procurement control, and adherence to ISO standards, Government of Pakistan regulations, and organizational quality control procedures.
- Responsible for standardization of Gems & Jewellery training centers and gem laboratories through systematic monitoring, inspections, reporting, and continuous improvement in accordance with established SOPs, quality control frameworks, and international best practices.
- Having good verbal, written communication and presentation skills.
- Experience in Gems and Jewelry sector would be an advantage
- Perform any other duties, assignments, or responsibilities as may be assigned by the CEO

Age:

Not more than 40 years

Management Associate (Projects)
Locations: Islamabad/Karachi (02)

Candidates must fulfill the following requisites:

Education

- Graduation from HEC recognized university.

Experience

- Minimum 3-5 years' Experience project Management, Training Centre Operations, Organization Trainings
- Responsible in assisting in project planning, coordination, implementation, and monitoring. The role includes support in documentation, reporting, data management, and to ensure smooth execution of project activities.
- Having good verbal, written communication and presentation skills.

Age:

Not more than 35 years

Laser Marking Technician

Locations: Karachi(01), Lahore (01)

Candidates must fulfill the following requisites:

Education

- DAE Holder in Mechanical or electrical from recognized Board of technical Education center of Pakistan

Experience

- Minimum 4 years' experience in operational and maintenance of laser Marking Machines. Higher experience will be preferred

Assistant Manager Marketing

Locations: Islamabad (01)

Candidates must fulfill the following requisites:

Education

BBA / MBA, preferable in marketing

Experience

- Minimum 5 years' experience post Qualification of Marketing
- Responsible for supporting the development and execution of marketing strategies for Gems & Jewellery training programs and gem lab services and other promotional activities
- The role includes assisting in digital marketing campaigns, social media management, lead generation, student admissions promotion, and brand awareness activities.
- The position also involves coordination with the marketing team for advertisements, events, exhibitions, and promotional materials, as well as maintaining records of marketing performance, leads, and

conversions. Additionally, the role supports field visits, outreach activities, and engagement with potential clients, students, and industry stakeholders.

Age:

Not more than 40 Years

Driver (01)

Locations: Islamabad

Candidates must fulfill the following requisites:

Education

- Matriculation, must have valid Driving car license

Experience

Minimum 5 years' driving experience, preferably with experience of driving for executive-level officials.

Age:

Not more than 45 years

GEM STONE LAPIDARY INSTRUCTOR (06) (Foreign Nationals may also apply)

Locations: Karachi (02), Lahore (02), Islamabad (01), Quetta (01)

Note: International applicants may apply via email by sending their completed application form, credentials, and updated CV to: pgidc2026@gmail.com

Candidates must fulfill the following requisites:

Education:

- Preferably Graduate from HEC recognized university with Certificate/ courses in Gemstone Faceting
- Diploma or training from reputable institute abroad and hand on experience in faceting would be preferred.

Experience:

- Minimum 5 years' experience in teaching Gemstone Faceting, carving, heat treatment and related lapidary fields.
- Having good verbal, written communication and excellent teaching skills.
- People with higher experience will be given preference.

CAD/ CAM INSTRUCTOR

Locations: Karachi (01), Lahore (01), Islamabad (01)

Candidates must fulfill the following requisites:

Education

- Diploma of Associate Engineer (DAE) in Mechanical, Mechatronics, or Production Technology Or Related equivalent qualification.

Experience

- Minimum 5 years' experience of working as a CAD/CAM Instructor. Candidates having Matrix Jewelry Design Software experience would be preferred.
- Having good verbal, written communication and presentation skills.

JEWELLERY MANUFACTURING INSTRUCTOR (06) (Foreign Nationals may also apply)

Locations: Karachi(02), Lahore (02), Islamabad (01), Quetta(01)

Note: International applicants may apply via email by sending their completed application form, credentials, and updated CV to: pgjdc2026@gmail.com

Candidates must fulfill the following requisites:

Education

- Preferably Graduate with Diploma/Certificate in Jewelry Designing & Manufacturing combined with extensive technical expertise.
- Proficiency in manual techniques including forming, sawing, piercing, filing, soldering, fitting, and casting.

Experience

- Minimum 5 years of hands-on experience in a reputable jewelry manufacturing unit or workshop is typically required.
- Having good verbal, written communication and presentation skills.

XRF Technician (02)

Locations: Lahore (01), Karachi (01)

Candidates must fulfill the following requisites:

Education

- Candidates holding a Bachelors' degree in any discipline from a University recognized by HEC.

Experience

- At least five (05) years' experience in similar capacity in a progressive public / private sector organization.
- Well proficient with operating a Jewelry XRF Machine in line with the set standards of a Jewelry testing Lab.
- Well versed with Jewelry Assaying and Hallmarking Concepts, ISO accreditation etc.
- Having good verbal, written communication and presentation skills.

Jade/Nephrite /Stone Carving Instructor (03) (Foreign Nationals may also apply)

Locations: Karachi (01), Lahore (01), Islamabad (01)

Note: International applicants may apply via email by sending their completed application form, credentials, and updated CV to: pgjdc2026@gmail.com

Candidates must fulfill the following requisites:

Education:

- Preferably Graduation in Fine Arts from HEC recognized University or;
- Diploma in Stone Carving / Marble & Stone Work or in Gemology / Gemstone Processing or Sculpture / Fine Arts from any accredited institute of Pakistan or abroad
- **Formal education is not mandatory**, However, candidates with extensive practical experience in stone carving and sculpturing will be preferred.
- Ability to translate ideas, sketches, or digital designs into physical carved products is essential

Experience

- At least Five (05) years' experience in similar capacity in a public / private sector organization
- **Hand-carving and machine-assisted carving techniques**
- **Design development and pattern transfer** from concept/sketch to finished product
- Working with a variety of materials (e.g., jade, onyx, marble, quartz, and other semi-precious stones)
- **Polishing, finishing, and detailing** of carved stones and sculptures
- Use and maintenance of **carving tools and equipment** (manual and mechanical)
- **Quality control and defect identification** in carved products
- Replication of **traditional and contemporary designs**
- **Customization of products** based on client or market requirements
- Knowledge of **market trends in handicrafts, gemstones, and decorative items**
- Experience in **training or mentoring junior artisans** (preferred)
- Understanding of **export-quality standards** and finishing requirements