

**Pakistan Gems and Jewellery Development Company**  
**Criteria and TORs for Vacant positions**

**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

**Maximum Age:**

40 Years

**Manager Training**

**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.

**Age:**

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.

**Age:**

Maximum age 30

**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

**Age:**

Maximum age 35 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:**

Maximum Age 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:**

Maximum Age. 35 Years

**Driver (04)**

**Locations: Islamabad, Karachi , Quetta, Lahore**

**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:**

Maximum Age 45 years

**LAPIDARY INSTRUCTOR (06) (Foreign Nationals may also apply)**

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

**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)**

### **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.

## **MANAGER (NATIONAL WARRANTY OFFICE) (05)**

**Locations: Karachi (01), Lahore (01), Peshawar (01), Islamabad (01) , Quetta (01)**

### **Candidates must fulfill the following requisites:**

#### **Education**

- Masters of Business Administration (MBA) preferable in Supply Management from HEC recognized University

#### **Experience**

- Minimum 7 years of relevant experience in warranty Management, after sales services, complaints handling or supply chain /operation management,
- Experience of Safe and secure handling, Packing of Gemstone shipments.
- having knowledge of Standard and Quality controls rules Govt. of Pakistan, ISO rules etc.
- Experience of Gems and Jewelry sector and its exports would be an advantage
- Having good verbal, written communication and presentation skills.

#### **Age:**

Maximum age 45 Years

**GEMOLOGIST (05) (Foreign Nationals may also apply)**

**Locations: Karachi (01), Lahore (01), Peshawar (01), Islamabad (01), Quetta (01)**

**Candidates must fulfill the following requisites:**

**Education**

- Bachelor in Geology from HEC recognized University higher degree and relevant experience would be given preference
- Diploma in Accredited Gemology would be an added advantage.

**Experience**

- Minimum 08 Years' experience of Gemstone Testing and Identification and Gemology Training.
- Having good verbal, written communication and presentation skills.

Deep knowledge of:

- Gemstone markets
- Pricing and valuation methods

Industry exposure:

- Connections with international and local gemstone markets
- Awareness of global price trends

**ASSISTANT GEMOLOGIST (05)**

**Locations: Karachi (01), Lahore (01), Peshawar (01), Islamabad (01), Quetta (01)**

**Candidates must fulfill the following requisites:**

**Education**

- Minimum Bachelor in Geology from HEC recognized University higher degree and relevant experience would be given preference
- Diploma in Accredited Gemology would be an added advantage.

**Experience**

- Minimum 05 Years' experience of Gemstone Testing and Identification and Gemology Training.
- Having good verbal, written communication and presentation skills.

Deep knowledge of:

- Gemstone markets
- Pricing and valuation methods

Industry exposure:

- Connections with international gemstone markets
- Awareness of global price trends

### **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.
- Maximum age limit up to 55 Years.

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

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

#### **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**

- **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  
**Age: Maximum 60** (incase of extra ordinary candidate age may be further relaxed )

### **Office Attendant (05)**

**Locations: Karachi (01), Lahore (01), Peshawar (01), Islamabad (01), Quetta (01)**

**Candidates must fulfill the following requisites:**

#### **Education**

- Minimum Matric

#### **Experience**

- Minimum (2) years of relevant experience
- Having good verbal communication skills.
- **Age: Maximum 35**

### **Front Desk Officers (05) (Females only)**

**Locations: Karachi (01), Lahore (01), Peshawar (01), Islamabad (01), Quetta (01)**

**Candidates must fulfill the following requisites:**

#### **Education**

- Minimum Bachelors

#### **Experience**

- Having more than 03 year of relevant experience
- Having good verbal, written communication and presentation skills.
- Well-versed front desk tasks, client management and office record keeping
- Age: Maximum 30**

### **Evaluator -Precious and Semi-Precious Stones (03)**

**Locations: Karachi (01), Lahore (01), Peshawar (01)**

**Candidates must fulfill the following requisites:**

#### **Education**

- Minimum Bachelor in Geology from HEC recognized University higher degree and relevant experience would be given preference
- Diploma in Accredited Gemology would be an added advantage.

#### **Experience**

- Minimum 07 Years' experience of precious and semiprecious stone Identification / valuation
- Extensive knowledge of semi-precious and precious stones, their uses, international market prices, export markets and import prices and trade secrets.
- Having good verbal, written communication and presentation skills.

#### **Deep knowledge of:**

- Semi-Precious Stone markets
- Pricing and valuation methods

#### **Industry exposure:**

- Connections with international gemstone and semi-precious stone markets is required
- Awareness of global price trends

**Age: Maximum 60**

<b>Company Secretary (01)</b>	
<b>Locations: Islamabad / Karachi</b>	
<b>Required Qualification</b>	a) Member of a recognized body of professional accountants; (OR) b) Member of a recognized body of corporate or chartered secretaries; (OR) c) Holding a Masters' degree in business or finance (OR) commerce (OR) law from a university recognized by the Higher Education Commission.
<b>Experience</b>	At least five (5) years relevant experience
<b>Maximum Age Limit</b>	50 Years
<b>Area of Expertise</b>	<ul style="list-style-type: none"> <li>➤ Proficient with the provisions of SECP, Companies Act 2017, State Owned Enterprises (Governance and operations) Act, 2023 and other relevant laws, rules, and Regulations applicable to the Company.</li> <li>➤ Able to offer advice and guidance on matters of Law and corporate Governance.</li> <li>➤ Able to prepare agenda and papers for Annual General Meetings, Extraordinary General Meetings, and Committee Meetings and also draft minutes and resolutions for such meetings</li> <li>➤ Able to liaise and compliance effectively with all regulatory bodies and ensure the affairs of the Company and managed in accordance with applicable laws, rules and regulations including the Company's rules/policies.</li> </ul>