**Internal competition for the vacant administrative public position of Building "B" among civil servants of this state body for the administrative position of the Department of state revenue for Atyrau region announcement**

 **Department of State Revenue of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan for Atyrau region, index 060005, Atyrau city, Azattyk Ave. 94-a, phone for inquiries 8 (7122)31-84-20, email address: a.uagisaeva@kgd.gov.kz, g.kulova@kgd.gov.kz, announces an internal competition among civil servants of the Department of state revenue for Atyrau region to fill the administrative public position of Corps" B" :**

 **1.Head of the Legal Department of the Department of State Revenue for Atyrau region, KND MF RK,category C-O-3, 1 -unit**

 **Functional responsibilities:** (Block B) high-quality, in accordance with the established procedure and timely execution of instructions of the heads of departments within the framework of their competence;protection of the rights and interests of departments in the Department, cities and districts in court, as well as in other state and law enforcement agencies, if necessary, on behalf of the head of the Department;actual implementation of the tasks specified in the Order of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan No. 73 dated 09.12.2014;complaints about the stay in the case of an administrative offense, ensuring timely consideration of complaints caused by the prosecutor's office on their merits; ensuring systematic accounting and compliance in accordance with the established procedure with agreements on regulatory legal acts, legal agreements, civil cases considered by the court, prosecutor's response agreements, other materials of legal significance received from the prosecutor's office, state and law enforcement agencies in the legal activity of the state revenue bodies; Conducting a legal examination of draft orders, contracts and other documents of legal significance prepared by the department and approving them, as well as participating in the development of these documents if necessary, in case of non-compliance of the draft of these documents with the current legislation, submitting a proposal in accordance with the requirements of the law by issuing a written opinion, as well as preparing a statement of claim, an application for;

 **2.** **Chief Specialist of the Department of Large Taxpayers and International Taxation of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan category C-O-5, 1- units.**

 **Functional responsibilities:** (A block) Organization of work on the implementation of tax monitoring and inspections in relation to large taxpayers and large business entities subject to monitoring. Conducting tax monitoring of large taxpayers and large business entities by analyzing the financial and economic activities of taxpayers in order to determine the actual tax base. Ensuring the completeness of tax receipts, mandatory payments to the budget calculated based on the results of tax audits and monitoring, calculation, maintenance and transfer of mandatory pension contributions and mandatory occupational pension contributions to the Unified Accumulative Pension Fund, calculation and payment of social contributions to the state Social Insurance Fund. Preparation and submission of reports to the committee. Providing analytical information on large taxpayers and large business entities subject to monitoring. Administration of subsurface use contracts to large taxpayers subject to monitoring. Improving the tax administration of large taxpayers and large business entities subject to monitoring. Development and submission of proposals to the committee on improving tax administration. Development of proposals on amendments and additions to tax legislation in terms of tax monitoring within the competence of the Department. Clarification of the legal norms regarding the tax administration of large taxpayers and large business entities subject to monitoring. The implementation of interaction between large taxpayers and large business entities subject to monitoring with government agencies on tax administration issues, including with foreign countries. Interaction with structural divisions on issues within the competence of the Department. Administration of special payments and taxes of subsurface users and administration of income of non-residents. Control over the correct application of the provisions of an international treaty established in accordance with international treaties on taxes and other mandatory payments to the budget (Tax Code). Consideration of a non-resident's application for the withdrawal of income tax paid from the budget on the basis of an international agreement in accordance with the approved Rules for the Provision of Public Services by state revenue authorities. Conducting thematic inspections of taxpayers who are tax agents on the issue of confirming income tax, which the non-resident proposed to return from the budget in connection with the application of the provisions of an international treaty regulating the prevention of double taxation and the prevention of tax evasion. State bodies of the Republic of Kazakhstan, if such information is necessary for these bodies to perform the tasks assigned to them by the legislation of the Republic of Kazakhstan and perform functions, in accordance with the legislation of the Republic of Kazakhstan on the protection of state, commercial, banking, tax and other legally protected secrets (secrets), as well as other confidential information, international treaties of the Republic of Kazakhstan informing, in accordance with the legislation of the Republic of Kazakhstan on the protection of state, commercial, banking, tax and other legally protected secrets (secrets), as well as other confidential information, international treaties of the Republic of Kazakhstan including preliminary, in compliance with the requirements.

 3**. Chief Specialist of the Department of Desk Monitoring No. 1 of the Office of Desk Monitoring (since 06.11.2025 extended from the period of parental leave of the temporary main employee ) Department of State Revenue for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, 1 unit.**

 **Functional responsibilities:** (Block A) preparation and execution of reports of orders, orders of the state Revenue Committee, execution and execution of instructions, execution of documents of the Department, execution of tax control for taxpayers of residence, corporate income Administration, Coordination of automated and manual on-site control (VAT,public procurement, CIT), implementation of organizational work on the administration of taxpayers applying tax and special tax regimes; conducting on-site control according to the Register of quarterly performance assessment indicators, procedures of On-Site control "Kyran", conducting control and measures in accordance with the procedure for conducting activities of state revenue bodies on the results of on-site control in the information system "Unified Data Warehouse", registration (re-registration) of actions (actions) recognized by the court as invalid and (or) issuing an invoice and (or) other document after entering into legal force by a judicial act, Public Procurement, advance payments, Supervision of overpayments on CIT, work with unprofitable enterprises.

 4**. Chief Specialist of the Department of Desk Monitoring No. 2 of the Office of Desk Monitoring (since 28/11/2026 extended from the period of parental leave of the temporary main employee ) Department of State Revenue for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, 1 unit.**

 **Functional responsibilities:** (Block A) Execution of centralized orders, orders and instructions of the management of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan. Forecasted performance on taxes - IPN (101201,101202) and SN (103101); implementation of the plan for the receipt of additional tax payments at the expense of tax administration; conducting desk control on tax reporting to the register of procedures for desk control "Kyran" examination of overpayments of taxes IPN (101201,101202) and SN (103101). Carrying out organizational work on the administration of taxpayers applying a special tax regime; timely treatment and treatment of legal entities and individuals on issues within the competence of the department, ensuring consideration in accordance with the law; preparation and timely submission of reports of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan. Control and implementation of measures in accordance with the Procedure for the state revenue bodies to carry out measures based on the results of desk control in the information system "Unified Data Warehouse"; reimbursement of overpayments of taxes IPN (101201,101202) and SN (103101). Work with taxpayers who have the status of "MZT-you work".

 **5. Chief specialist of the Department of Administration of non-production payments of the Department of Non-production payments of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Ministry of Finance of the Republic of Kazakhstan (parental leave until 09/20/2026) 1 unit.**

 **Functional responsibilities:** (Block A) Implementation of control over the full receipt of fees and payments to the budget according to the data of authorized bodies, analysis and improvement of work on the administration of non-production payments, control and analysis of the work of territorial administrations of state revenues on the qualitative conduct of on-site control according to the approved codes of the budget classification, etc.

 **6. Chief Specialist of the Department of Tax Audit and VAT Administration of the Indirect Tax Administration Department of the Department of State Revenue in Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, 1 unit.**

 **Functional responsibilities:** (Block A) organization of measures to register value added tax payers; organization and control of work on the administration of value added tax; interaction with authorized bodies and participation in joint events; study of the formation of VAT surpluses and work to reduce the unreasonably established amount of VAT; formation of analytical reports "Pyramid" and expertise results; Organization and control of work on the audit of value added tax; control over the work to ensure the completeness of the receipt of taxes to the budget calculated based on the results of a tax audit; organization of tax audits related to the correctness of the calculation of value added tax and related to confirmation of excess VAT, including in relation to confirmation of excess VAT requested for refund, as well as to confirm the reliability of excess VAT during thematic tax The verification designer of analytical reports uses the information received from the compiler. Uses information received from the designer of the analytical reporting designer for VAT administration and work in the MON; (Virtual warehouse - in the IS ESF module) to control the movement of goods in an automated mode;

 **7.The main specialist paid attention to the Cameroonian control over the management of goods in the Department of state revenues in Atyrau region of the GF KGD of the Republic of Kazakhstan, 1 unit.**

 **Functional responsibilities:** (Block A) ensures timely execution and in accordance with the established procedure of the instructions of the Government of the Republic of Kazakhstan and the head of State, the leadership of the Committee and the Department; considers appeals and letters of complaint from citizens on issues within the competence of the department.Interaction with law enforcement and other regulatory authorities during customs inspections (founder, supplier, registered information, violations, results of tax audits, etc.) information).Analysis and collection of information about the goods of participants in foreign economic activity (hereinafter - Foreign economic activity) and other persons in the field of customs affairs, obtained from internal and external sources in order to correctly comply with customs and other legislation in the field of customs affairs. Verification of information by customs documents and conducting desk inspections in order to correctly comply with other laws and customs requirements in the field of customs affairs. Preparation and formation of information on the main indicators of the department of desk customs inspections within the competence of the department; correspondence with other departments and government agencies, structural divisions of the Department, participants in foreign economic activity within the competence of the department. Monitors the TDS issued under the ASTANA-1 IP and compliance with the customs legislation of the Eurasian Economic Union and the Republic of Kazakhstan in customs administration. Sending a request/response to the competent authorities of foreign states or member States of the Eurasian Economic Union within the framework of mutual administrative assistance.Initiates and conducts cases on administrative offenses; introduces Information on desk customs inspection and verification of customs documents and information into the "Post-Customs Control module" of the IP "ASTANA-1"; represents the interests of the state revenue authority in court on issues of customs inspections in cases of appeal against submitted notifications. Cooperates with the structural divisions of the Department and government agencies.

 8**.Chief Specialist of the VAT Administration Department within the EAEU of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, 1 unit.**

 (Block A) ensuring the fulfillment, within its competence, of the obligations assumed by the Republic of Kazakhstan in the implementation of international agreements on the prevention of the release of goods imported into the territory of the Republic of Kazakhstan from third countries ratified by the Republic of Kazakhstan, which are subject to reduced duty rates, as well as the amounts of such rates (goods from the list), in the base of the international agreement of the Eurasian Economic Community the Economic Union (EAEU) imports and exports of goods, sales of goods, performance of works in accordance with, ensuring full receipt of value added tax (VAT) to the budget when providing services, analysis of reports received from checkpoints, control of timeliness and legality upon confirmation or reasoned refusal by territorial bodies of state revenues of the facts of VAT payment on imported goods, import into the territory of the Republic of Kazakhstan of goods on imported goods from the territory of the member states of the Eurasian Economic Union direct and indirect control of tax applications, monitoring of goods and vehicles by means of electronic identifiers of novelty seals, conducting analytical work for taxpayers who have paid value added tax by the offset method when importing goods provided for by Order No. 1104 of the Minister of Finance of the Republic of Kazakhstan dated November 16, 2020 "On approval of the Rules and Deadlines for the implementation of a pilot project on registration of accompanying invoices for goods and their document flow" Carrying out work within its competence in connection with the launch of a pilot project for the design of a SNT, Application of the data of the "export control" module of the IS ESF in the work on analysis and survey, prevention, counteraction to the facts of corruption offenses.

 **Documents required for participation in the competition:**

1) an application in accordance with Annex 2 to the rules for holding an administrative public position in Building" B " (the form is attached);

2) Service Record certified by the relevant personnel management service not earlier than thirty calendar days before the date of submission of documents.

Citizens may provide additional information regarding education, work experience, professional level and reputation (copies of documents on advanced training, awarding academic degrees and titles, characteristics, recommendations, scientific publications and other information characterizing their professional activities, qualifications).

Submission of an incomplete package of documents or inaccurate information is the basis for refusal of the Competition Commission to consider them.

The deadline for accepting documents is 3 working days, which is calculated from the next working day after the last publication of the announcement of the internal competition. Documents are accepted at the address: 060005, Atyrau, Azattyk Avenue 94 a, phone numbers for inquiries: 8 (7172) 31-84-20.

Citizens wishing to participate in the internal competition submit documents to the state body that announced the competition in electronic form through the Integrated Information System "e-kyzmet" or the e-government portal "e-gov" or to the e-mail address specified in the announcement within the deadline for accepting documents.

If they are not submitted, the person is not allowed to undergo an interview with the Competition Commission.

The Competition Commission considers the submitted documents for compliance with the qualification requirements set for candidates and within one working day after the deadline for accepting documents, makes a decision to send the contest participants to the interview.

Candidates participating in the internal competition and admitted to the interview are held in the state bodies that announced the competition within three working days from the date of notification of candidates about the admission to the interview.

To ensure transparency and objectivity of the work of the Competition Commission, observers are invited to its meeting.

The meeting of the Competition Commission may be attended as observers by deputies of the Parliament of the Republic of Kazakhstan and maslikhats of all levels, representatives of mass media, other state bodies, public associations (non – governmental organizations), commercial organizations and political parties accredited in accordance with the procedure established by the legislation of the Republic of Kazakhstan, employees of the authorized body for civil service Affairs (hereinafter referred to as the authorized body).

To participate in the meeting of the Competition Commission as an observer, a person is registered with the Personnel Management service (HR service) no later than one working day before the start of the interview. For registration, persons submit to the Personnel Management service (HR service) a copy or electronic copy of an identity document, copies or electronic copies of documents confirming their belonging to the organizations specified in paragraph 26 of the rules for holding a competition for an administrative public position in Building "B".

In case of holding a competition for specialized positions in a narrow circle, experts are invited to a meeting of the Competition Commission.

In a narrow circle, specialization is a profession that is owned by less than 5% of employees of a state body.

Persons who are not employees of the state body that announced the competition, who have experience in areas corresponding to the functional areas of the vacant position, including in the field of science, as well as specialists in the selection and promotion of Personnel, Civil Servants of other state bodies, Deputies of the Parliament and maslikhats of the Republic of Kazakhstan, can participate as experts.

Contest participants and candidates may appeal the decision of the Competition Commission to the authorized body or its territorial subdivision, or in court in accordance with the legislation of the Republic of Kazakhstan.

Appendix 2

to the Rules of

the competition for the occupation

of an administrative public

position of the corps "B"

Form

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(government agency)

Statement

 I ask you to allow me to participate in competitions for vacant

administrative public positions:

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 I am familiar with the basic requirements of the Rules of the competition for the occupation

of the administrative public position of the corps "B"

, I agree (agree) and undertake to fulfill them.

I express my consent to the collection and processing of my personal data,

including from neuropsychiatric and narcological organizations.

With the requirement that a civil servant cannot hold

a public position that is directly subordinate

to the position held by his close relatives (parents (parent),

children, adoptive parents (adoptive parents), adopted (adopted),

full- and half-siblings, grandfathers, grandmothers,

grandchildren), spouse (spouse) and (or) relatives (full

- and half-siblings, parents and children of the spouse (spouse),

as well as have close relatives in direct subordination, spouse

(spouse) and (or) relatives are acquainted (familiarized).

I agree with the broadcast and placement on the Internet resource of the state body

of the video recording of my interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( yes/no)

I am responsible for the authenticity of the submitted documents.

Attached documents:

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Contact phone numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(signature) (Surname, first name, patronymic (if any))

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