**Announcement of the general competition for vacant administrative (non-lower and lower) public positions of the building "B" of the state body for the administrative position of the Department of state revenue for Atyrau region**

**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, 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 a general competition for the administrative public position of Building" B " in the Department of state revenue for Atyrau region:**

**1.** **Deputy Head of the customs post "Auezhai-Atyrau" of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, 1 unit.**

**Functional responsibilities:** (Block A) conducts customs control of goods and vehicles and individuals transported across the customs border of the Eurasian Economic Union. Organizes work aimed at identifying the facts of smuggling and violations of customs rules and eliminating the causes and conditions contributing to the violation of customs rules. Identifies offenses in the customs sphere of the Republic of Kazakhstan, examines cases of administrative offenses on behalf of the state revenue authorities and imposes administrative penalties.Advises persons, responds to requests for customs declaration and customs clearance, protects the interests of the post within the framework of its powers in government agencies and institutions. Conducts preventive work among the personnel aimed at preventing offenses, eliminating the causes and conditions conducive to the commission of illegal actions, organizes technical training of employees. Considers letters, appeals and requests, applications and complaints from government agencies and other legal entities, citizens on issues within the competence of the customs sphere. Control of the sale of products subject to export control at the state border of the Republic of Kazakhstan with the countries of the Eurasian Economic Union.

**Requirements for participants of the competition in Category C-О-4:**

work experience must meet one of the following requirements:

1) work experience of at least two years;

2) at least two years of work experience in areas corresponding to the functional areas of a particular position of this category;

3) the requirements of work experience for the position of Bailiff do not apply.

**2.Chief Specialist of the Risk Department of the Department of Analysis and Risks of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, 1 unit.**

**Functional responsibilities:** (A block) Analysis of NP, which according to the results of categorization are attributed to a high degree of risk. Analysis and identification of enterprises with a high level of risk, In cases of detection of tax evasion, drawing up flowcharts and sending materials to the DER of the CFM of the Ministry of Finance of the Republic of Kazakhstan. Identification of additional reserves for tax revenues. Timely and high-quality execution of orders, protocol orders of the KND of the Ministry of Finance of the Republic of Kazakhstan.

**3. Chief Specialist of the Legal Department (from 07/19/2024 to 01/11/2026, extended from the period of parental leave of the temporary main employee) of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, 2 unit.**

**Functional responsibilities:** (Block B) High-quality, in accordance with the established procedure and timely execution of the orders of the head of the Department within its competence. If the Department is a party in a civil case, in order to protect the interests of the Department in court, in accordance with the requirements of the Civil Procedure Code of the Republic of Kazakhstan, participate in court, prepare for trials, ensure the rational use of their working time. Preparation of draft responses and Decisions on taxpayer complaints received by the Department for actions or inaction. Analysis of the correctness and order of application of administrative legislation by the Department of State Revenue, as well as territorial departments of state Revenue. Strict observance of the established procedure for consideration of appeals, statements of individuals and legal entities on the merits. Ensuring high-quality and timely submission of the necessary information during the consideration of complaints from the territorial departments of state revenue and the relevant specialized departments of the Department. ensuring timely data loading and monitoring completion of complaints and applications to the information system (IS INIS) in which he participated.

**4.** **Chief Specialist of the HR Department of the Human Resources Department 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, 1 unit**

**Functional responsibilities:** (Block B) execution of documents related to the passage of civil servants in public service; ensuring compliance with restrictions related to staying in public service; organization of internships, mentoring, performance evaluation, training, retraining (retraining) and advanced training of civil servants; development of types of incentives for civil servants and the procedure for their application; ensuring compliance with personal data civil servants, , accounting of information on the results of training; conducting competitive selection, Promotion of civil servants, bringing civil servants to disciplinary responsibility, ensuring compliance with procedures for dismissal of civil servants; preparation of established reports on personnel management and personnel management; checking the work of personnel in state revenue departments and providing them with practical assistance on these issues; consideration of received applications, proposals, appeals on personnel; maintenance of the information program "e-finance min"; execution of centralized tasks; Performance of other duties in accordance with the legislation of the Republic of Kazakhstan arising from the tasks assigned to the department.

**5. Chief Specialist of the Financial Department of the Organizational and Financial Management of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, 1 unit.**

**Functional responsibilities:** (Block B) Conducting synthetic and analytical accounting for sub-lots; accounting for cash and banking transactions and reporting on them; checking memorial orders; making timely and high-quality calculations on submitted primary allowances, premium documents, compiling statistical reports and preparing certificates of remuneration; tax reporting; drafting memorial orders and conducting settlements with suppliers and contractors preparing applications for registration and orders for payment under concluded contracts; monitoring the timely execution of financial procedures for budget programs; conducting invoices for payment in the Treasury Department; accounting for the movement of assets, low-value and fast-wearing assets and other tangible assets; depreciation calculation and reporting; inventory, accounting of fixed assets; reporting on fixed assets; environmental protection (F-870.01) submission of the declaration; monthly issue and verification of settlement and payment statements (M/O No. 5) Other work assigned to the department ensures the maintenance of memorial orders No. 2. Timely submission of reports to statistical authorities and payment.

**6. Chief Specialist of the Department of Desk Monitoring No. 2 of the Office of Desk Monitoring (since 08/20/2024 , 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".

**7. Chief Specialist of the Customs Control Department of the Department of Customs Administration of the State Revenue Department of the Ministry of Finance of the Republic of Kazakhstan for Atyrau region (temporary main employee for the period of parental leave until 19.07.2026), 1 unit**

**Functional responsibilities** (A block) Ensures, in accordance with the established procedure, consideration and execution of orders received from the heads of the committee and the Department; considers applications and complaints, letters from citizens within the competence of the department; Considers appeals from state bodies and legal entities within the competence of the department; controls customs posts on the customs procedure of customs transit on the correctness of registration, deadlines supplies of goods and vehicles; monitors the shelf life of goods and vehicles in places of temporary storage (calculations of SVH,PTS) ; Carries out work on the preparation, execution and timely submission of statistical and other accounting documents to management. Complies with information security requirements.

**8. Chief Specialist of the Customs Value Department of the Tariff Regulation Department of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, 1 unit.**

**Functional responsibilities:** (Block A) ensures the execution of instructions received from the head of state and the Government of the Republic of Kazakhstan, the head of the committee and the Department in accordance with the established procedure and within the established time limits; considers letters, applications and complaints from citizens on issues within the competence of the department; monthly submits information to the State Committee of the Ministry of Finance of the Republic of Kazakhstan in the approved form "decoding of amounts of security for payment of customs duties, taxes"gives a report; Keeps records of ensuring the fulfillment of the obligation to pay registered customs duties and taxes, in addition, prepares information on the registration of ensuring the fulfillment of the obligation to pay customs duties and taxes. Registers in the electronic database for ensuring the fulfillment of the task of paying customs duties and taxes in the automated Astana-1 system and maintains in EXCEL format; " Accounting procedure for money deposited to the account of temporary placement of money by the state revenue authority " dated April 20, 2015 No. 274 and " dated 04/20/2015 The payer, approved by the Order of the Minister of Finance of the Republic of Kazakhstan dated September 15, 2016 No. 493 "On Amendments to Order No. 274 " On Amendments to the Order of the Minister of Finance of the Republic of Kazakhstan dated September 15, 2016 No. 493, takes control of the money deposited to the account of temporary placement of the amount of security for payment of customs duties, and also transfers to the divisions of the state revenue bodies in which the customs operations were carried out, or the official who carried out the customs operation of the documents submitted, checks timely and proper fulfillment of obligations during customs operations; prepares invoices for payment of funds for transferring money from the account of temporary placement of money to the budget or crediting money deposited to the account of temporary placement of money to the bank accounts of the payer of the Treasury-Client IP; observes labor discipline and ensures compliance with anti-corruption legislation and legislation Of the Republic of Kazakhstan "On public service". fulfills the requirements.

**9. Chief Specialist of the Department of Desk customs Inspections of the Customs Control Department after the release of goods (from 08.02.2026 to 23.07.2025, extended from the period of parental leave of the temporary main employee) Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, 2 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.) of 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 properly comply with other laws and customs requirements in the field of customs. Preparation and formation of information on the main performance 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 of foreign economic activity within the competence of the department. Exercises control over the TD issued under the IP "ASTANA-1", and over 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; enters 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 the submitted notifications. Interacts with the structural divisions of the Department and government agencies.

**Requirements for bidders in the category С-О-5:**

availability of the following competencies: stress resilience, initiative, responsibility, customer-oriented and its awareness, honesty, self-development, efficiency, cooperation and interaction, service management;

work experience is not required.

**10.The leading specialist of the Customs post "Akzhayyk- center for Customs clearance" of the Ministry of Internal Affairs of the Ministry of Finance of the Republic of Kazakhstan Department of State Revenue for Atyrau region, 1 - unit.**

**Functional responsibilities:** (Block A) consideration of appeals from government agencies and legal entities on issues within the competence of the customs post. Provision of public services in accordance with the standards of public services"customs clearance and release of goods using the declaration of goods in the form of an electronic document","customs clearance of goods". Carrying out customs clearance of goods of any type of transport.

**11. leading specialist of the customs post "Airport-Atyrau" Category C-O-6, Unit 3.**

**Functional responsibilities:** (Block A) ensures compliance with the customs legislation of the Eurasian Economic Union, customs and other laws of the Republic of Kazakhstan, the control over the implementation of which is entrusted to the customs authorities. Organizes and implements state customs control over vehicles and goods, things and property, hand luggage, individuals transported by air across the customs border of the Eurasian Economic Union on the territory of the post's activities.Manages to ensure compliance with Customs and tariff regulation measures, prohibitions and restrictions when moving goods and vehicles across the customs border of the Eurasian Economic Union.Goods and vehicles, individuals across the customs border of the Eurasian Economic Union, performs customs operations related to the placement of hand luggage in the customs procedure related to its passage.Provides public services" customs clearance of goods and issuance of goods in the form of an electronic document using declarations for goods"," customs clearance of goods". Ensures the correct calculation and full payment, collection of customs payments and taxes, duties.Identifies offenses in the customs sphere of the Republic of Kazakhstan, fills out the protocol of cases of offenses and is responsible for the log of registration of cases of administrative offenses. Control over the activities of Customs representatives and Customs carriers and other persons transferred to their powers.Control over the sale of products subject to export control at the state border of the Republic of Kazakhstan with the countries of the Eurasian Economic Union;draws up customs declarations of passengers, customs revenue orders, placement of goods for temporary storage, monitors them and maintains an appropriate electronic database.He is constantly working to improve the level of his general and professional education,the discipline of Labor and activity, the rule of law, complies with the ethics of a civil servant.

**Requirements for participants of the competition in Category C-O-6:**

availability of the following competencies: stress resistance, initiative, responsibility, orientation to the consumer of the service and its informatization, honesty, self-development, urgency, cooperation and interaction, service management;

work experience is not required.

**To participate in the general competition, the following documents are submitted:**

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

2) the service list of the candidate for the administrative public position of the building "B", filled out in accordance with Annex 3 to the rules for holding the competition for the administrative public position of the building "B" with a 3x4 drawing;

3) notarized copies of educational documents and their copies;

Copies of documents of citizens of the Republic of Kazakhstan on education received in foreign educational organizations, with the exception of documents on Education issued by foreign universities, research centers and laboratories to citizens of the Republic of Kazakhstan who are holders of the international scholarship" Bolashak", as well as subject to the scope of international treaties on mutual recognition and equivalence, are attached to copies of certificates of nostrification or recognition of these educational documents issued by the authorized body in the field of Education.

A copy of the Certificate of completion of training on the International Scholarship of the president of the Republic of Kazakhstan" Bolashak "issued by the Joint-Stock Company" Center for International Programs "is attached to the documents on Education issued to holders of the international scholarship" Bolashak".

Personnel Management service (HR service) through the Integrated Information System "e-kyzmet" :

1) A certificate of passing the test for knowledge of the legislation at the time of submission of documents with results not lower than the threshold value;

2) at the time of submission of documents for participation in the competition, the authorized body checks the presence of a valid opinion on the passage of an assessment of personal qualities with results not lower than the threshold value.At the same time, the Personnel Management service (HR service) checks copies of documents with originals. A copy of the document confirming employment is not required if the citizen has not carried out labor activity and does not require work experience for a vacant position for which the competition has been announced.

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 activity, qualifications).The deadline for accepting documents must be submitted to the State Revenue Department of the state Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan for Atyrau region within 7 working days from the next working day after the last publication of the announcement of the general competition.

Citizens who have expressed a desire to participate in the general competition must submit the above documents on purpose, a.uagisaeva@kgd.gov.kz, g.kulova@kgd.gov.kz submit documents within the deadline for acceptance by e-mail or through the e-government portal "E-gov".

If the documents are submitted in electronic form by e-mail of the state body or through the e-government portal "E-gov", their originals are submitted no later than one hour before the start of the interview.

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

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

Candidates participating in the general competition and admitted to the interview are held in the Department of state revenue for Atyrau region within three working days from the date of their notification of the admission of candidates 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. To participate in the meeting of the Competition Commission as an observer, a person is registered with the state revenue department 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 of an identity document, copies or electronic copies of documents confirming their belonging to organizations. In agreement with the head, experts are invited to the meeting of the Competition Commission. 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.Citizens make expenses for participation in the competition (arrival and return to the interview site, rental of housing, accommodation, use of all types of communication services) at their own expense.

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

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