**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, Azattyk Ave., 94 a, phone number for inquiries 8 (7122)31-84-20, email address: a.uagisaeva@kgd.gov.kz, g.bimurzhina@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" :**

Chief Specialist of the legal department, Category C-O-5, Unit 2

The official salary, depending on the years of service, ranges from 206,734 tenge to 245,028 tenge.

Education requirements: higher or postgraduate education: law (jurisprudence, international law).

Functional responsibilities: (Block B) perform on behalf of the head of the Department in a high-quality, in accordance with the established procedure and in a timely manner within the framework of its competence. If the department is a party to a civil case, participation in the court in order to protect the interests of the Department in court in compliance with the requirements provided for by the administrative procedural Procedure Code of the Republic of Kazakhstan, preparation for the court, preparation of draft Appeals for judicial acts within the period stipulated by the administrative procedural Procedure Code of the Republic of Kazakhstan, ensuring the rational use of its working time. Preparation of draft decisions on complaints of actions or inaction of taxpayers received by the Department. Conduct an analysis of the correct application and procedure of administrative laws by state revenue departments for cities and districts. Strict compliance with the established procedure for considering appeals, applications of individuals and legal entities on the merits. preparation and preparation of conclusions and resolutions on complaints brought by taxpayers to administrative offenses. providing references, conclusions and advice on legal issues arising in the activity. Ensuring the filling and completion of complaints and applications in administrative and civil cases in the IAS.

Requirements for contest participants in Category C-O-5:

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.

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 informing 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 (Personnel 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.

Object

Building "B"

administrative position

rules of the competition

Appendix 2

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(state body)

Application

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I ask you to send me to participate in the competition for a vacant administrative public position.

I got acquainted with the basic requirements of the rules for holding a competition for an administrative public position in Building" B", agree with them and undertake to comply with them.

I express my consent to the collection and processing of my personal data, including from psychoneurological and Narcological organizations.

A civil servant may not hold a public position that is directly subordinate to the position held by his close relatives (parents (parents), children, adoptive parents, adopted children, brothers and sisters (sisters), grandfathers, grandmothers, grandchildren), spouse (spouse) and (or) relatives (spouse (spouse) with one parent and parents separate brothers and sisters (sisters), parents and children), also close relatives, I got acquainted with the requirement that the spouse (s) and (or) spouses cannot be directly subordinate.

I consent to the broadcast and placement of a video recording of my conversation on the internet resource of the state body \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(yes/no)

I am responsible for the reliability of my submitted documents.

Attached documents:

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Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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