**Announcement of an internal competition for the vacant administrative public position of Building «B» among civil servants of the Department of State Revenue of Atyrau region.**

**Department of state revenue for Atyrau region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan, index 060005, Atyrau, Azattyk Ave.94-А, phone numbers for inquiries 8(7122)31-84-20, e-mail:** **g.bimurzhina@kgd.gov.kz** **g.kulova@kgd.gov.kz, Announces an internal competition among civil servants of the Department of State Revenue of Atyrau region or holding an administrative public position of Building «B»:**

 **1.** **Chief Specialist of the Information Technology Department of the Department of State Revenue for Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, category C-O-5, 1 unit. ,**

The official salary, depending on the length of service, is from 206734 to 245028 tenge.

 **Education requirements:** Higher or postgraduate education: technical sciences and technologies (information systems, computer engineering and software).

 **Functional responsibilities:** (Block B) Ensures, in accordance with the established procedure and deadlines, the fulfillment of the instructions received for consideration by the Head of State and the Government of the Republic of Kazakhstan, the management of the Department and the SRC. Considers letters, applications and complaints of citizens on issues within the competence of the Department; Support of IS "SONO", IS "INIS RK", "IS Excise", "IS UKM", "IS TSULS", "IS EXD", Desk control on CPN and VAT, IS "TAIS-2", IS "IHD", Administration of the operating system of the ESEDO server; IP support and consulting in management; Support of the registration department; Carrying out organizational and technical measures for the functioning of e–mail; Ensures the functioning of the data transmission channel, active network equipment, telecommunications equipment; Support of new programs and software products; "Taxpayer's Office", "Declarant Terminal" technical support of programs; Administration of the module "IPGO - HR specialist"; "IS EKNA" administration of debts of previous years; Timely and high-quality execution of the instructions of the SRC Committee; Administration of customs document database servers in accordance with the requirements of the Rules for the Administration of Customs Document database servers, operation and monitoring of the state of servers under the jurisdiction of the Department, including those located at subordinate customs posts; Maintenance of server equipment of the Unified Electronic Document Management System (EDMS); Maintenance of system programs, in case of failure of technical devices; Joint work with the regional department, city and district administrations; At the request of users, we carry out the installation of client applications for the tax block, the installation of software products, new software, updates according to forecasts and events;  Conducting training sessions for personnel in order to increase the level of knowledge in the field of information technology of computer equipment (hereinafter referred to as equipment), completeness, condition, movement, accounting, certification of inspection; Keeping records of Equipment is under repair. Organization of maintenance carried out with employees, preventive maintenance, repairs, quality, timing of control, supervision; Anti-corruption monitoring and internal analysis.

 **2.** Chief Specialist of the SAAB Department of the Audit Department of the State Revenue Department for the Atyrau region of the KND of the Ministry of Finance of the Republic of Kazakhstan, category С-О-5 1 unit.

 The official salary, depending on the length of service, is from 237596 to 281435 tenge.

 **Education requirements:** Higher or postgraduate education: business and management (economics, management, accounting and auditing, finance, state and local administration, marketing, world economy, state audit, customs), law (jurisprudence, international law,).

 **Functional responsibilities:** (Block А) (Block a) carry out on - camera control of tax audit reports; control of preliminary audit reports through the electronic Tax Audit Control Information System (hereinafter referred to AS IS SAE); participate in the high-quality and timely preparation of quarterly and annual reports of the collection according to form 2-N; ensure timely and high-quality execution of centralized tasks and tasks; timely ensure the frequency, competence and legality of consideration of taxpayers ' letters. Ensures the quality, accuracy and frequency of execution of centralized orders, orders and instructions of the management of the state enterprise of the Ministry of Finance of the Republic of Kazakhstan, the department; ensures the introduction of inspection reports, conclusions of inspection reports to the ISIS of the Saeb of the Republic of Kazakhstan and supervises the completion of the audit case to the end, that is, the completion of protocols and resolutions,; Preparation and participation in the preparation of materials for the appeal commission to consider complaints about the notification based on the results of the tax audit; In accordance with the Order of the Minister of Finance of the Republic of Kazakhstan "on submission of a preliminary act of tax audit to the taxpayer, submission of a written objection to the preliminary act of tax audit, approval of the rules and terms of consideration of such objections, as well as the categories of taxpayers in respect of which the norms on the preliminary act of tax audit apply",

 **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.

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

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

2)a service record certified by the Personnel Management Service, which must be submitted not earlier than thirty calendar days before the date of submission of documents.

Citizens can provide additional information related to their education, work experience, professional level and reputation(copies of documents on professional development, awarding academic degrees and titles, characteristics, recommendations, scientific publication and other information describing their professional activities, qualifications.)

Submission of an incomplete set of documents or false information is a ground of refusal to consider them by the Competition Commission. The deadline for accepting documents is 3 working days, which is calculated from the next working days, which is calculated from the next working day after the last publication of the announcement of internal competition. Documents are accepted at the address: 060005, Atyrau, 96 B Azattyk Ave., phone numbers for inquiries: 8(7172)31-84-20. “ Citizens wishing to participate in the internal competition submit their documents to the state body that announced the competition in electronic from through Integrated Information System “E-kyzmet” r through 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 pass the interview by the Competition Commission.

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

Candidates who participate in the internal competition and are admitted to the interview are held in the state bodies where the competition was announced tithing three working days from the date of notification of candidates about their admission to the interview. In order to ensure transparency and objectivity of the work of the Competition Commissions, observes are invited to attended its meeting.

Representatives of the Parliament of the Republic of Kazakhstan and deputies of maslikhats of all levels, mass media accredited in accordance with the procedure established by the legislation of the Republic of Kazakhstan, other state bodies, public associations(non-governmental organizations), commercial organizations and political parties, employees of the authorized body of the civil service Affairs (hereinafter reffered to as the authorized body) may participate as observers in the meeting of the Competition Commision.

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 business day before the start of the interview. For registration, persons submit to the Personnel Management service(HR service) a copy electronic copies of documents confirming their affiliation to the organizations specified in paragraph 26 of the rules for holding a competition for an administrative public position in Building “B”.

If a competition is held for specialized positions in a narrow circle, experts are invited to attend the meeting of the Competition Commision.

Specialized in a narrow circle is a profession that is occupied by less than 5 percent of employees of state body.

As experts persons who are not the functions of the state body for which the competition has been announced, who have experience in the areas corresponding to the functional areas of the vacant position, including in the filed 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. 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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(signature) (Surname, first name, patronymic (if any))

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