**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. Head of the State Revenue Department for the Makat district 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, category C-R-1, 1-unit**

**The official salary, depending on the length of service, ranges from 354,069 to 406,714 tenge.**

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

 **Functional responsibilities:** (Block A) Management of supervised departments and coordination of their work, organization, control over the status of completed works, coordination of activities in accordance with the state Revenue Department and ensuring its referral to authorities and other institutions, coordination of interaction between state bodies, policy formation of the SRC of the Ministry of Finance of the Republic of Kazakhstan and the implementation of this policy implementation of compliance with tax legislation and other regulatory legal acts providing for the receipt of non-tax payments, development of legal opinions on controversial materials between state revenue authorities and taxpayers, coordination of work on personnel issues, knowledge of economic theories, theories of financial analysis, public administration, the main directions of the general economic and fiscal policy of the Republic of Kazakhstan. Comply with the Constitution of the Republic of Kazakhstan, laws and other regulatory legal acts of the Republic of Kazakhstan, restrictions established by the laws of the Republic of Kazakhstan, duties of a civil servant established by law, official ethics; to monitor compliance with official and labor discipline; to take measures to prevent corrupt actions of management staff, to eradicate corruption.

**2. Chief Specialist of the Department of Internal Investigations of the Human Resources Department, category C-O-5, 1 -unit.**

**The official salary, depending on the length of service, ranges from 226837 to 260564 tenge.**

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

 **Functional responsibilities:** (Block C) monitoring compliance with the restrictions established by the Laws of the Republic of Kazakhstan "On Public Service" and "On combating corruption"; implementation of measures with state programs on combating corruption; implementation of measures to identify, prevent, suppress official offenses, conducting official inspections; monitoring publications in the media on the facts of corruption and timely provision of information on the measures taken in this regard; To the Department, departments; to monitor compliance with the restrictions established by the Laws of the Republic of Kazakhstan "On Public Service" and "On combating corruption"; to implement the Law of the Republic of Kazakhstan "On Combating Corruption" and state anti-corruption programs and measures; to monitor compliance with official offenses and coordinate activities for obtaining and insurance; to perform other duties assigned to the department; conducting official investigations, consideration of appeals from individuals and individuals.

 **3. Chief Specialist of the Information Technology Department, category C-O-5, 1 -unit.**

**The official salary, depending on the length of service, ranges from 226837 to 260564 tenge.**

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

**Education requirements: Higher or postgraduate education:**

Ensures timely and in accordance with the established procedure the orders of the Head of State and the Government of the Republic of Kazakhstan, the department and the committee received for consideration; considers letters, applications and complaints from citizens within the competence of the Department; "SOIS", "IS excise of the Republic of Kazakhstan" "IS excise", "IS Excise", "IS SDSH", "Support programs "IS BDD", "IS KAIS-2, ASTANA-1, e-statement, CRM, ESF; in-house control of CPN and VAT; support and consulting programs of IS"SEED", IS"VAT", IS"Housing and Communal Services" of district SB; Technical support of programs "taxpayer's office"," Declarant Terminal"; maintenance of the IP "IDK"; control of the delivery service node in the districts; support, maintenance of new programs and software products; technical support of the programs "taxpayer's office", "Declarant Terminal"; support of the module "IPGO – HR specialist", IS SAEB conducts organizational and technical measures for the administration of debts of previous years; administration of the server operating system ESED; timely and high-quality execution of orders of the State Committee of the Ministry of Finance of the Republic of Kazakhstan; functioning of e-mail; Administration, control and use of the servers of the database of customs documents within the competence of the Department and the servers of customs posts according to the requirements of the administration procedure; provides information on the servers of customs posts of the department, as well as those subordinate to the department. Ensures the requirements of the department's server units; monitors and monitors failures of system programs, technical devices; Installing software, including antivirus programs, on the personal computers of state revenue employees (hereinafter referred to as users) and clearing the computer of service information with additional software from the previous user; checking the completeness, condition, movement tracking, certification of computing equipment (hereinafter referred to as equipment) ; Providing practical assistance to users on information technology issues in working with information systems, advising and providing practical assistance in sending and verifying tax reports from the workplace of employees of the Information Technology Department, providing technical assistance in organizing seminars; conducting anti-corruption monitoring and internal analysis of corruption risks.

**4. Chief specialist of the Department of Explanatory Work and the "Contact Center " of the Republic of Kazakhstan, category C-O-5, 1 -unit.**

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

 **Functional responsibilities:** (Block A) ensures the execution in accordance with the established procedure and deadlines of the instructions of the committee and the management of the Department received for consideration. On issues within the competence of the Department, it considers letters from legal entities and individuals on clarification of legislation, appeals from state bodies, as well as territorial divisions of state revenue bodies. Ensures the implementation of the legislation of the Republic of Kazakhstan on issues within the competence of the Department assigned to the state revenue bodies. Interacts with the structural divisions of the Committee within the competence of the Department. Provides methodological and practical assistance to territorial authorities on issues within the competence of the Department. Ensures timely execution of instructions and protocol instructions from senior management. Develops quarterly and annual management work plans. Conducts seminars, round tables and other events to clarify tax and customs legislation. Organizes technical classes on tax and customs legislation and other regulatory legal acts. To send publications to the "Internet resources" of the GKP and the DGD of the Ministry of Finance of the Republic of Kazakhstan; to make recommendations on improving the main activities of the Department. Informing taxpayers via telephone lines and the "Contact Center" and conducting explanatory work on the changes. Establishing close ties with the media; ensuring that the target purpose of the rating indicators of the Contact Center operators is achieved in the direction of informing taxpayers who have contacted the contact center.

 **5. Chief specialist of the Department for Work with insolvent Debtors (temporary main employee for the period of parental leave until 06/24/2025), category C-O-5, 1 -unit.**

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

 **Functional responsibilities:** (Block A) executes orders, orders, instructions of the State Committee of the Ministry of Finance of the Republic of Kazakhstan and the management of the Department in accordance with the established procedure, efficiently and on time by management staff; ensures state control over compliance with the legislation of the Republic of Kazakhstan On rehabilitation and bankruptcy; provides information to the State Committee of the Ministry of Finance of the Republic of Kazakhstan on the results of control over the performance of duties by administrators provided for in accordance with the law, specifying the appropriate forms in an orderly, high-quality manner and within the appropriate time frame no later than; In accordance with the Procedure for determining by the state revenue authorities the signs of intentional bankruptcy and actions that led to the insolvency (insolvency) of the debtor, approved by the Chairman of the State Duma of the Ministry of Finance of the Republic of Kazakhstan dated 12/30/2021 No. 815 to identify signs of intentional bankruptcy and actions that led to the insolvency (insolvency) of the debtor, during the last 3 years before the debtor was declared bankrupt by analyzing the financial andthe debtor's economic activity in case of detection by indicators indicating the presence of signs of bankruptcy, conclusion or payment of the debtor preparation of a certificate on the absence of signs of intentional bankruptcy and other actions that led to incapacity (insolvency); timely financial monitoring in accordance with the Law of the Republic of Kazakhstan "On Restoration of Solvency and Bankruptcy of citizens of the Republic of Kazakhstan"; identification and other facts of concealment of property that occurred on the date of application of the procedure of extrajudicial or judicial bankruptcy, adoption of appropriate measures; In case of detection of violations of the law, challenges decisions and actions (inaction) an administrator in court, participates in courts on an application for the application of rehabilitation and bankruptcy procedures; considers appeals, applications and complaints of citizens and legal entities in a timely, high-quality manner and within the framework of legislation; fulfills the requirements of internal regulations and labor discipline.

**Requirements for participants of the C-O-5 category competition:**

 The following competencies are available: stress tolerance, initiative, responsibility, customer orientation and information, integrity, self-development, efficiency, cooperation and interaction, business management;

 no work experience is required.

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

1) application in the form according to Appendix 2 to the Rules of competitions for the occupation of an administrative public position of corps "B" (the form is attached);

2) a track record certified by the relevant personnel management service no earlier than thirty calendar days before the date of submission of documents.

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

The submission of an incomplete set of documents or false information is the basis for refusal to consider them by the competition commission.

The documents must be submitted within **3 BUSINESS DAYS**, which are calculated from the next business day after the last publication of the announcement of the internal competition. Documents are accepted at: index 060005, Atyrau city, 94A Azattyk Ave., phone for inquiries 8 (7122) 31-84-20

 Persons who have expressed a desire 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 time frame for accepting documents.

When submitting documents in electronic form to the e-mail address of a government agency or through the e-government portal "E-gov", the originals are submitted no later than one hour before the start of the interview.

If they are not submitted, the person is not allowed by the competition commission to be interviewed.

The competition commission reviews the submitted documents for the candidates' compliance with the qualification requirements and decides on the admission of the participants to the interview within one working day after the deadline for accepting documents.

Candidates participating in an internal competition and admitted to an interview will be interviewed by the state bodies that announced the competition within three working days from the date of notification of the candidates about their admission to the interview.

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

Deputies of the Parliament of the Republic of Kazakhstan and maslikhats of all levels, representatives of the 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 for civil service affairs (hereinafter - the authorized body) may attend the meeting of the competition commission as observers. organ).

To attend a meeting of the competition commission as an observer, a person registers with the Personnel Management Service (HR service) no later than one working day before the start of the interview. For registration, a person provides the personnel management service (HR service) with a copy or an electronic copy of an identity document and copies or electronic copies of documents confirming affiliation to the organizations specified in paragraph 26 of the Rules of the competition for holding an administrative public position of corps "B".

When conducting a competition for positions with a narrow specialization, experts are invited to a meeting of the competition commission.

A narrow specialization is a specialization possessed by less than 5% of employees of a government agency.

The experts are 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 scientific field, as well as specialists in personnel selection and promotion, civil servants of other state bodies, deputies of the Parliament of the Republic of Kazakhstan and maslikhats.

The participants of the competition and candidates may appeal the decision of the competition commission to the authorized body or its territorial division, 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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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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