**An announcement has been announced on holding a general competition for the vacant administrative public position of the corps "B" (grassroots and non-grassroots) of the Department of State Revenue in the 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 city, Azattyk Avenue 94-A, telephone for inquiries (7122) 31-84-20, e-mail addresses: a.uagisaeva@kgd.gov.kz , g.kulova@kgd.gov.kz , a.mukasheva@kgd.gov.kz An announcement has been announced on holding a general competition for the vacant administrative public position of the corps "B" (grassroots and non-grassroots) of the Department of State Revenue in the Atyrau region**

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

 **The official salary, depending on the length of service, is from 305232 to 350615 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) general and operational management of the customs post in the absence of the head of the customs post.Conducting educational work with personnel and performing assigned tasks of the customs authorities of the Republic of Kazakhstan in order to prevent corruption.For the storage of personal seals and stamps of personnel. Is responsible for the maintenance of computer equipment and technical means of customs inspection in a normal state, as well as the property of the customs post for official purposes.Conducting methodical exercises among the personnel of the customs post. To control the disciplinary activities of the personnel of the customs post in accordance with the Code of Ethics of civil servants.

 **2.Head of the Department of Internal Investigations of the Human Resources Department (temporarily the main employee for the period of parental leave until 11/12/2026) 1 unit.**

 **The official salary, depending on the length of service, is from 263131 to 302255 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)** to request and receive information, documents and other information necessary for the implementation of the main tasks and management functions in accordance with the procedure established by the legislation of the Republic of Kazakhstan and in accordance with the provisions of international treaties; to organize and conduct activities with the Eurasian Economic Union to increase the level of customs culture and public awareness on customs issues legislation of the Republic of Kazakhstan; to carry out reviews of letters, applications and complaints from citizens on incoming issues; Provision of public services in accordance with the standards for the provision of public services within the competence of the department; "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 the timely and proper fulfillment of obligations during customs operations; the State Committee of the Ministry of Finance of the Republic of Kazakhstan conducts correspondence on customs legislation; fulfills information security requirements.

**Requirements for participants of the C-O-4 category competition:**

postgraduate or higher education;

The following competencies are available: stress tolerance, initiative, responsibility, customer orientation and information, integrity, cooperation and interaction, business management, decision-making, leadership;

work experience must meet one of the following requirements:

1) at least two years of work experience;

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

3) no work experience is required for the position of bailiff

 **3. 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.**

 **The official salary, depending on the length of service, ranges from 263131 to 302255 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:** (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.

 **4. Chief Specialist of the Department of Explanatory Work and the Contact Center 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.**

 **The official salary, depending on the length of service, ranges from 263131 to 302255 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) Ensuring that the tasks submitted to the management of the Committee and the Department are completed in accordance with the established procedure and deadlines. Consideration of letters of clarification on tax legislation from legal entities and individuals, requests from state bodies, as well as territorial divisions of state revenue bodies on issues within the competence of the department. Ensuring the implementation of the legislation of the Republic of Kazakhstan on issues within the competence of the Department entrusted to the state revenue bodies. The Department interacts with the structural divisions of the Committee within its competence. Provides methodological and practical assistance to territorial bodies on issues within the competence of the Department. Ensures timely execution of instructions and protocol instructions of the top management. Develops quarterly and annual work plans of the Department. Conducting events for organizing seminars, round tables, etc. to clarify tax and customs legislation. Organizes technical studies on tax and customs legislation and other regulatory legal acts. Sending publications to "Internet resources"; providing recommendations for improving the main activities of the Department. Informing taxpayers by phone and "Contact Center" and conducting explanatory work on changes in tax legislation. Establishing close contact with the media; The operators of the Contact Center ensure the achievement of rating indicators in the direction of informing Taxpayers who have applied to the Contact Center.

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

the presence of the following competencies: stress tolerance, initiative, responsibility, customer orientation and information, integrity, self-development, efficiency, cooperation and interaction, management of activities;

No work experience is 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

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

(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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