**For holding vacant administrative public positions of Building "B" civil servants of this**

 **state body announcement of the internal competition**

**Department of state revenue for Atyrau City of the 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, Zhalantos batyr 2 phone numbers for inquiries (7122) 30-90-92, e-mail: e.kagazalieva@kgd.gov.kz announces an internal competition among civil servants of this state body for vacant administrative public positions in Building "B":**

**1. Chief Specialist of the Department of Administration of individual entrepreneurs, category C-R-4, 1-unit.**

**The official salary, depending on the length of service, is from 206 734 to 245 028 tenge.**

**Functional responsibilities: Block (A)** Presentation in the interests of the state of issues of control of taxpayers' obligations to pay taxes to the budget, directing all work to ensure the revenue side of the budget, presentation of taxation issues in the interests of the state, control of timely receipt of taxes to the budget, conducting a desk audit of approved taxpayers, termination of bank expenditure operations in case of non-compliance with tax legislation approved by taxpayers, conducting an analysis of taxpayers' activities, control over the procedure for the execution of tax legislation, Conducting desk control in accordance with applications for liquidation in accordance with Article 66 of the Tax Code. Control over compliance with tax legislation with registered taxpayers, issuance of notifications to taxpayers on the fulfillment of a tax obligation, termination of expenditure transactions on a taxpayer's bank account in case of non-fulfillment of a tax obligation, submission of notifications to taxpayers based on the results of control over tax reporting established by Tax legislation, timely response to requests received from state and authorized bodies, timely completion of protocols on administrative offenses and timely payment of fines to the SAEB IS. Control over the execution of documents in the department, control over the timely summing up of the results of in-house control and submission to the taxpayer after receiving all the information on the taxpayer's tax application for liquidation in accordance with Article 66 of the Tax Code, preparation of a notification in case of errors with the conclusion of in-house control, verification of the taxpayer who submitted an application for liquidation during in-house control, from list of inactive taxpayer. Carrying out work to improve the quality of indicators of the evaluation rating of state revenue services.

**Educational requirements for the participants of the competition:** postgraduate or higher education, post-secondary or technical and vocational education is allowed if there is at least one year of work experience in public positions or at least two years of work experience in areas corresponding to the functional areas of a particular position of this category. Business and Management (economics, management, accounting and audit, finance, state and local management, marketing, world economy, state audit), law (jurisprudence, international law).

If you have a postgraduate or higher education, work experience is not required.

**availability of the following competencies:** stress tolerance, initiative, responsibility, orientation to the consumer of services and his information, integrity, self-development, efficiency, cooperation and interaction, management of activities.

**2. Chief Specialist of the Indirect Tax Administration Department, category C-R-4, 1-unit.**

**The official salary, depending on the length of service, is from 206 734 to 245 028 tenge.**

**Functional responsibilities: (А blok)** Advising taxpayers on the administration of value added tax on imports, exports under the agreement; monitoring the full receipt of value-added tax on imports, providing information to requests from other structural divisions of the Department on issues within the competence of the Department, considering appeals from individuals and legal entities on the administration of indirect taxes, studying international experience in the administration of indirect taxes..Conducting a raid inspection together with raid and law enforcement agencies according to an agreed plan; checking of gambling business entities that sell fuels and lubricants wholesale and retail, conducting a desk check of declarations with calculations on time, .Control of taxpayers' obligations to pay value added tax to the budget, submission of a notification based on the results of a tax audit, conducting a thematic audit on an application received at a zero rate, the results of which are the preparation of an order for the appropriate amount of VAT, timely execution of requests sent to confirm the amount of VAT from other tax authorities, conducting an analysis of the excess amount of VAT, sending requests to regional state revenue departments to confirm the amount of VAT, monitoring the timely and high-quality conduct of counter tax audits when fulfilling requests received from another regional state revenue authority to confirm their calculations for suppliers and buyers during complex, thematic tax audits.

**Educational requirements for the participants of the competition:** postgraduate or higher education, post-secondary or technical and vocational education is allowed if there is at least one year of work experience in public positions or at least two years of work experience in areas corresponding to the functional areas of a particular position of this category. Business and Management (economics, management, accounting and auditing, finance, state and local management, marketing, world economy, state audit, customs), law (jurisprudence, international law).

If you have a postgraduate or higher education, work experience is not required.

**availability of the following competencies:** stress tolerance, initiative, responsibility, orientation to the consumer of services and his information, integrity, self-development, efficiency, cooperation and interaction, management of activities.

**3. Chief Specialist of the collection Department, category C-R-4, 2-units.**

**The official salary, depending on the length of service, is from 206 734 to 245 028 tenge.**

**Functional responsibilities: Block (A)** Analysis of the current debts of taxpayers with indication of the reason (increase or decrease), application of methods to ensure the fulfillment of an untimely tax obligation and measures of compulsory collection of tax debts to legal entities and individual entrepreneurs who are in arrears on mandatory pension contributions and social contributions to the state Social Insurance Fund, subject to transfer to the accumulative pension fund from taxes and other mandatory payments, transferred to the budget, Initiation of an administrative offense case against taxpayers in accordance with the Administrative Code of the Republic of Kazakhstan, introduction of a protocol on an administrative offense in the SAEB IC, timely response to received letters, applications, complaints and suggestions. Carrying out work to improve the quality of indicators of the evaluation rating of state revenue services.

**Educational requirements for the participants of the competition:** postgraduate or higher education, post-secondary or technical and vocational education is allowed if there is at least one year of work experience in public positions or at least two years of work experience in areas corresponding to the functional areas of a particular position of this category. Business and Management (economics, management, accounting and audit, finance, state and local management, marketing, world economy, state audit), law (jurisprudence, international law).

If you have a postgraduate or higher education, work experience is not required.

**availability of the following competencies:** stress tolerance, initiative, responsibility, orientation to the consumer of services and his information, integrity, self-development, efficiency, cooperation and interaction, management of activities.

**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 the administrative public position of the corps "B" (the form is attached);

2) a track record certified by the relevant personnel management service not earlier than thirty calendar days before the date of submission of documents.

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

Submission of an incomplete package of documents or false information is the basis for refusal to consider them by the competition commission.

The documents must be submitted within 3 WORKING DAYS, which are calculated from the next working day after the last publication of the announcement of the internal competition. Documents are accepted at: index 060005, Atyrau city, Zhalantos batyr 2., phone for inquiries 8 (7122) 30-90-92

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 deadline for receiving documents.

When submitting documents in electronic form to the e-mail address of the state body, their originals are provided 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 the internal competition and admitted to the interview, pass it in 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 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.

To attend 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 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 membership in the organizations specified in paragraph 26 of the Rules of the competition for the occupation of an administrative public position of the corps "B".

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 the selection and promotion of personnel, civil servants of other state bodies, deputies of the Parliament of the Republic of Kazakhstan and maslikhats.

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.