**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 legal entities, category C-R-4, 2-units (temporarily, for the period of stay of the main employee for child care until 07.08.2026, 06.06.2024)**

**Official salary depending on the length of service from 226,837 to 260 564 tenge.**

**Functional responsibilities: Block (A)** Execution, receipt and submission of instructions and orders on activities received from managers, implementation of general managerial activities and organizational work in the department, making optimal decisions when performing official duties, ensuring timely, perfect and lawful consideration by taxpayers of appeals, complaints, letters "e-statement". Supervision of bringing taxpayers to administrative responsibility in accordance with the Code of the Republic of Kazakhstan "On Administrative Offenses", issuing and sending notifications to taxpayers on the elimination of violations identified by the results of desk control in the information system "unified data warehouse", approved by the Order of the State Committee of the Ministry of Finance of the Republic of Kazakhstan dated 21.09.2018 No. 431-DSP, monitoring the timely application of appropriate administrative measures, setting notification mailing statuses, in case of disagreement with the results of detected violations, acceptance of explanations from the taxpayer, the formation of orders in the IS EIS on the suspension of expenditure transactions on the taxpayer's bank accounts issued based on the results of desk control. Response codes by section(101110, 101111, 101201, 103101, 104101, 104302, 104401, 105305, 105306, 105309) conduct a full analytical work on. 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.

**the presence 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 Department of Administration of individual entrepreneurs, category C-R-4, 1-unit (temporarily, for the period of stay of the main employee for child care until 01/22/2026).**

**Official salary depending on the length of service from 226,837 to 260 564 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, direction of 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.

**the presence 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 Indirect taxes Administration Department, category C-R-4, 1-unit (temporarily, for the period of stay of the main child care worker until 05/18/2025).**

**Official salary depending on the length of service from 226,837 to 260,564 tenge.**

**Functional responsibilities: (A block)** Advising taxpayers on the administration of value-added tax on imports, exports within the framework of the agreement; monitoring the full receipt of value-added tax on imports, providing information on requests from other structural divisions of the Department on issues within the competence of the department, considering appeals from individuals and legal entities on issues administration of indirect taxes, implementation of international consultations on the administration of indirect taxes, study of experience. 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, according to the results of which 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, analysis of excess VAT amount, sending requests to regional state revenue departments to confirm the amount of VAT. Control over the timely and high–quality conduct of counter tax audits when fulfilling requests received from other regional state revenue bodies to confirm their calculations for suppliers and buyers during complex, thematic tax audits automatically generated for VAT through JSC DKB, including through the information system of the unified consolidated warehouse (hereinafter - JSC DKB) 01.01.2022 G. - Carrying out work on processing messages / messages on launches 7, 9, O, Q, V, P, formed in the period from 08/16/2023, and carrying out appropriate measures in accordance with the Tax Code of the Republic of Kazakhstan, taking administrative measures and processing notifications.

**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, customs), law (jurisprudence, international law).

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

**the presence 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.

**4. To the chief specialist of the department of rehabilitation and bankruptcy, category C-R-4, 1 unit**

**Official salary depending on the length of service from 226,837 to 260 564 tenge.**

**Functional responsibilities: Block (А)** analysis of the current debt of taxpayers with an indication of the reason (increase or decrease), ways to ensure the fulfillment of an untimely tax obligation to legal entities and individual entrepreneurs who are in arrears on mandatory pension contributions to be transferred to the accumulative pension fund, from taxes and other mandatory payments to the budget and social contributions to the state Fund social insurance and the application of measures of compulsory collection of tax debts, 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. Execution of works in accordance with the Law of the Republic of Kazakhstan dated December 30, 2022 No. 178-VII "On restoration of solvency and bankruptcy of citizens of the Republic of Kazakhstan".

**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, honesty, self-development, efficiency, cooperation and interaction, management of activities.

**5. Chief specialist of the Department of Universal declaration, category C-R-4, 1-unit (temporarily, for the period of stay of the main employee for child care until 01/22/2026)**

**Official salary depending on the length of service from 226,837 to 260 564 tenge.**

**Functional responsibilities: Block (A)** Promptly, taking into account qualifications and legality, respond to appeals and appeals of taxpayers to appeals, complaints received from individuals on the unified platform "E-statement"; respond to proposals in a timely manner; conduct technical training on amendments and additions to tax legislation to individuals who have tax obligations at the stages of universal declaration, to make lists; Interaction in the service with government agencies and management departments; control over the acceptance of the declaration forms 250.00 and 270.00; registration and processing; preparation of administrative protocols, imposition of fines on untimely individuals; performance of work to verify the completeness of tax reporting forms 250.00 and 270.00; high-quality and competent execution of protocols under Article 272 of the Code of the Republic of Kazakhstan "On Administrative Offenses", timely inclusion of their processing in the ERAP program, accounting for payment of fines; ensuring timely payment of fines; formation of a list of legal entities and individual entrepreneurs who have not submitted tax reports in a timely manner, formation of a notification; Performance of other functions related to the activities of the department recognized as "inactive" in the EISB system; timely execution of information and letters received from state bodies in the ESED program; exercise of other powers and performance of duties provided for by the legislation of the Republic of Kazakhstan.

**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.**

**the presence 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.