**Announcement of a general competition for the vacant and temporarily vacant administrative public position of the corps "B" (which is not grassroots and grassroots) of the State Revenue Department for the city of Atyrau of the Department of State Revenue for the Atyrau region**

**The Department of State Revenue for the city of Atyrau of the Department of State Revenue for the Atyrau region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan, index 060005, Atyrau city, Zhalantos batyr 2, telephone for inquiries (7122) 30-90-92, email address:, ekagazalieva@kgd.gov.kz Announces a general competition for the occupation of administrative public positions of corps "B"**

**1. Leading specialist of the Department for work with taxpayers category C-R-5, 1 unit**

**The official salary, depending on the length of service, is from 195,549 to 224,624 tenge.**

**Functional responsibilities: Block (A)** To show responsibility for the performance of the tasks assigned to it. Timely processing and delivery of the received information to the central server. Transfer of documents to the archive in accordance with the procedure established by the Tax Code of the Republic of Kazakhstan. Reception and processing of tax reports and declarations, transfer to the archive in accordance with the established procedure. Organize the work of the department and perform other duties related to the activities of the department. Submission of notifications to individuals indicating the amount of tax on property, land, property assets. Sending tax applications received from taxpayers for processing in accordance with the established procedure, transferring documents to the archive. Consideration of appeals from individuals and legal entities; performing other functions related to the activities of the department. Ensuring timely distribution of the report on the quality of public services and the 2H report. Compliance with the procedure for the provision of public services by state revenue bodies approved by Order No. 665 of the Chairman of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan dated 10.07.2020. 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 or post-secondary or technical and vocational education. Business and Management (economics, management, accounting and audit, finance, state and local management, marketing, world economy, state audit), law (jurisprudence, international law).

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. Leading specialist of the Department of Administration of individual entrepreneurs category C-R-5, 1 unit**

**The official salary, depending on the length of service, is from 195,549 to 224,624 tenge.**

**Functional responsibilities: Block (A)** Representation in the interests of the state of issues of control over the obligations of taxpayers to pay taxes to the budget, directing all work to ensure the revenue side of the budget, analyzing the activities of approved taxpayers, monitoring the procedure for the execution of tax legislation, ensuring timely, competent (competent) and lawful consideration of appeals and complaints of taxpayers, timely conduct and control of the amounts of taxes in the filed declaration desk control over payment, ensuring timely, high-quality completion of protocols on administrative offenses. Submission of notifications to taxpayers in due time based on the results of control over tax reporting established by Tax legislation, clarification of changes in tax legislation to taxpayers, timely completion of protocols on administrative offenses and timely payment of fines to the SAEB IS, prevention and detection of violations of tax legislation, ensuring compliance of public services provided with approved standards and regulations, ensuring safety. Control over the timely summing up of the results of in-house control and submission to the taxpayer after receiving all 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 the 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 or post-secondary or technical and vocational education. Business and Management (economics, management, accounting and audit, finance, state and local management, marketing, world economy, state audit), law (jurisprudence, international law).

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. Leading specialist of the department of non-production payments, category C-R-5, 1 unit.**

**The official salary, depending on the length of service, is from 195,549 to 224,624 tenge.**

**Functional responsibilities: Block (A)** Ensuring the correct calculation and provision of benefits for local taxes, full and timely receipt of taxes and high-quality execution of appeals, letters from taxpayers, analyzing the execution of the forecast of non-production payments, adjusting the approved forecast, tracking information received from authorized bodies, submitting letters and notifications on time, in accordance with the resolution of the akim of the region, timely submission of information on the work done to expand and ensure full accounting of tax bases. Implementation of timely accounting of immovable property, conducting control in order to verify the solvency of citizens' premises on tax records, entering information about movable and immovable property received from authorized bodies into the IP database of the ANP, organizing the calculation of taxes and delivery of notifications and conducting an inventory of the taxpayer's accounting page taking into account the INIS program. Performing full work on property income in accordance with the information of authorized bodies. Calculation of the tax on property, land and vehicles of individuals and the implementation of the submission of notifications on time, the correct and timely introduction of an administrative fine into the SAEB IS program, the submission of declarations on Form 240 to the SONA program (acceptance of other tax forms, if necessary). 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 or post-secondary or technical and vocational education. Business and Management (economics, management, accounting and audit, finance, state and local management, marketing, world economy, state audit), law (jurisprudence, international law).

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. Leading specialist of the Department of identification of unregistered persons category C-R-5, 1 unit.**

**The official salary, depending on the length of service, is from 195,549 to 224,624 tenge.**

**Functional responsibilities: Block (A)** Identification of unregistered business entities, monitoring compliance with cash register discipline, implementation of timely and complete accounting of taxpayers and taxable objects, participation in raid inspections conducted jointly by law enforcement agencies, conducting a time-lapse survey, submitting a tax inspection report confirming the location (presence or absence) of the taxpayer, execution of orders higher authorities and management within the established time frame, work at the excise duty station according to an approved schedule or order, entering data from the UAA-9 reports into the Excise tax system, drawing up an administrative protocol for taxpayers who did not submit declarations on the turnover of oil, tobacco and alcoholic products in a timely manner 400.00, 421.00, consideration of complaints received through the Wipon application, drawing up an administrative protocol, Consideration of appeals individuals and legal entities on a single application platform, payment of ESP (ESP) upon the fact of renting apartments, Submission of a tax accounting form, making a decision for writing off certain types of activities,-performing work on installing and removing seals at gas stations, obtaining and ensuring registration of tobacco product sellers in the TTD IP system. 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 or post-secondary or technical and vocational education. Business and Management (economics, management, accounting and audit, Finance, State and local Management, Marketing, world economy, state audit), law (jurisprudence, international law).

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.

**5. Leading specialist of the legal department, category C-R-5, 1 unit.**

**The official salary, depending on the length of service, ranges from 168 577 to 193 642 tenge.**

**Functional responsibilities: Unit (B)** In court cases concerning the activities of the department, summarizing the results of the consideration of complaints, claims, sending to the judicial authority for the enforcement of a list of arbitrarily unpaid administrative fines under the articles of the Administrative Code of the Republic of Kazakhstan, forming a report on the decisions made on the completed protocols on administrative offenses, conducting a comparative check by the Department for the execution of judicial acts in Atyrau region on the decisions sent by the on compulsory production, to study the received appeals and letters and prepare an appropriate response to them, to ensure the collection of tax on vehicles, property tax from individuals through the judicial authorities. 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:** Higher or postgraduate education or post-secondary or technical and vocational education. Business and Management (economics, state and local government, state audit), law (jurisprudence, international law)

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:**

To participate in the general competition, the following documents are submitted:

 1) an application in the form in accordance with Appendix 2 to the Rules for Conducting Competitions for the occupation of an administrative civil service position of corps "B";

2) the track record of a candidate for the administrative state service of corps "B" with a color photograph of 3x4 in the form in accordance with Appendix 3 to the Rules for Conducting Competitions for the occupation of an administrative civil service position of corps "B";

3) copies of documents on education and applications thereto, certified by a notary;

Copies of education documents received by citizens of the Republic of Kazakhstan in foreign educational institutions are accompanied by copies of certificates of recognition or nostrification of these education documents issued by the authorized body in the field of education, with the exception of education documents issued by foreign higher educational institutions, research centers and laboratories citizens of the Republic of Kazakhstan - holders of the international scholarship "Bolashak", as well as those falling under the international treaty (agreement) on mutual recognition and equivalence.

Copies of educational documents issued to holders of the international scholarship "Bolashak" are accompanied by a copy of the certificate of completion of training under the international scholarship of the President of the Republic of Kazakhstan "Bolashak" issued by the joint-stock company "Center for International Programs".

Copies of documents on education that are subject to an international treaty (agreement) on mutual recognition and equivalence are accompanied by copies of certificates of recognition of these educational documents issued by the authorized body in the field of education;

4) a copy of a document confirming labor activity, certified by a notary or certified by the personnel department from the place of work;

5) medical certificate of health status (medical professional advisory opinion) in the form No. 086 / y, according to the forms of primary medical documentation of health care organizations, approved by order of the acting The Minister of Health of the Republic of Kazakhstan dated November 23, 2010 No. 907 (registered in the Register of State Registration of Normative Legal Acts No. 6697), issued no more than six months before the date of submission of documents (or a notarized copy);

6) a copy of an identity document of a citizen of the Republic of Kazakhstan;

7) a certificate from a neuropsychiatric organization in the form, according to the standard of the state service "Issuance of a certificate from a neuropsychiatric organization" approved by order of the Minister of Health and Social Development of the Republic of Kazakhstan dated April 27, 2015 No. 272 (registered in the Register of State Registration of Normative Legal Acts under No. 11304) issued no more than one year before the date of submission of documents (or a notarized copy)

8) a certificate from a narcological organization in the form, in accordance with the standard of the state service "Issuance of a certificate from a narcological organization", approved by order of the Minister of Health and Social Development of the Republic of Kazakhstan dated April 27, 2015 No. 272 (registered in the Register of State Registration of Normative Legal Acts No. 11304) , issued no more than one year before the date of submission of documents (or a notarized copy).

The personnel management service (personnel service) through the integrated information system "E-Kyzmet" checks the availability of the candidate:

 1) a certificate of passing testing for knowledge of legislation with results not lower than the threshold values for the testing program for the category of the declared position, valid at the time of submission of documents;

 2) conclusions on passing the assessment of personal qualities in an authorized body with results not lower than the threshold values valid at the time of submission of documents for participation in the competition.

At the same time, the personnel management service (personnel service) verifies the copies of documents with the originals.

It is not required to provide a copy of a document confirming labor activity if the citizen did not carry out labor activities and if work experience is not required for the vacant position for which the competition has been announced.

Citizens can provide additional information regarding 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).

The documents must be submitted within 7 working days from the next working day after the last publication of the announcement of the general competition in the Department of State Revenues in the Atyrau region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan.

Persons who have expressed a desire to participate in the general competition submit documents to the state body that announced the competition, on an emergency basis, by mail or in electronic form to the e-mail addresses A.Amirova@kgd.gov.kz, g.kulova@kgd.gov.kz , tugaibaeva@taxatyrau.mgd.kz specified in the announcement or through the electronic government portal "E-gov" within the deadline for receiving documents.

When submitting documents in electronic form to the e-mail address of a state body or through the electronic government portal "E-gov", their originals or notarized copies 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 pass the interview.

Candidates participating in the general competition and admitted to the interview pass it at the Department of State Revenue in the Atyrau region, who announced the competition, within three working days from the date of notification of the candidates about their admission to the interview.

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

Deputies of the Parliament of the Republic of Kazakhstan and maslikhats of all levels, representatives of the media accredited in the manner prescribed by the legislation of the Republic of Kazakhstan, other state bodies, public associations (non-governmental organizations), commercial organizations and political parties, employees authorized body for civil service affairs.

To attend a meeting of the competition committee as an observer, a person is registered with the personnel management service (personnel service) no later than one business day before the start of the interview. For registration, a person submits to the personnel management service (HR department) a copy or an electronic copy of an identity document and copies or electronic copies of documents confirming belonging to the organizations specified in paragraph 26 of these Rules.

 By agreement with the head, the presence of experts at the meeting of the competition committee is allowed.

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 Parliament of the Republic of Kazakhstan and maslikhats.

 Participants of the competition and candidates can appeal the decision of the competition commission to the authorized body or its territorial division, or in court.

 The costs of participating in the competition (travel to and from the interview site, renting accommodation, accommodation, using all types of communication services) are paid by citizens at their own expense.