**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. 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 Department of Universal declaration, category C-R-4, 1-unit (temporarily, for the period of stay of the main employee for child care until 04/01/2025)**

**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.

**4. 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

**5. Leading specialist of the Rehabilitation and Bankruptcy Department, category C-R-5, 1 unit**

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

**Functional responsibilities:** Block (A) 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 taxes and other mandatory payments transferred to the budget, mandatory pension contributions to be transferred to the accumulative pension fund, and social contributions transferred to the state Social Insurance Fund registered with the State Revenue Department, Initiation of proceedings on administrative offenses against taxpayers in accordance with the Administrative Code of the Republic of Kazakhstan, conducting tax audits confirming the amount of accounts receivable and banking institutions in order to timely execute collection orders. Carrying out work to improve the quality of indicators of the evaluation rating of state revenue services. Performance 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.

**6. 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.