**Announcement of a general competition for vacant administrative public positions of Building "B" of a state body for holding an administrative position of the Department of State Revenue of 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, Azattyk Ave. 96-B, phone numbers for inquiries 8(7122)31-84-20, e-mail: 1501008@taxatyrau.mgd.kz, g.kulova@kgd.gov.kz, tugaibaeva@taxatyrau.mgd.kz announces a general competition for holding an administrative public position of Building "B" in the Department of state revenue for Atyrau region:**

 **1.** **Head of the HR Department of the Human Resources Department of the State Revenue Department for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan category C-O-4, 1 unit.**

**Education requirements:** Higher or postgraduate education: business and Management (Economics, Management, Accounting and Audit, Finance, state and Local Government, marketing, world economy, state audit) law (jurisprudence, international law, Customs Affairs), Social Sciences (International Relations, Political Science).

 **Functional responsibilities:** (Block b) coordination and general management of the department's activities; coordination of the activities of structural divisions of the State Revenue Department for the implementation of the legislation of the Republic of Kazakhstan On civil service within its competence; organization of disciplinary, competitive and other personnel commissions; conducting competitive selection, promotion of civil servants, bringing civil servants to disciplinary responsibility, organization public works ensuring compliance with procedures for dismissal of employees; organization of recruitment; Coordination of the general management of the department's work; organization of work on citizens' appeals; implementation, within its competence, of selection and consulting of employees on personnel issues; interaction with the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan and the Agency for Civil Service Affairs of the Republic of Kazakhstan on training, retraining and advanced training of employees of the Department of State Revenue; monitoring the performance of other duties in accordance with with the legislation of the Republic of Kazakhstan, arising from the obligations.

 **Requirements for participants of the competition in Category C-О-4:**

availability of the following competencies: stress resistance, initiative, responsibility, orientation to the consumer of services and its notification, honesty, cooperation and interaction, activity management, decision-making, leadership;

work experience must meet one of the following requirements::

1) at least one year of work experience in public positions;

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

3) at least one year of service experience in the status of a deputy of the Parliament of the Republic of Kazakhstan or in the status of a deputy of the maslikhat of the region, city of Republican significance, capital district (city of regional significance) or in the status of an international employee, serving on a permanent basis;

4) at least six months of work experience as a judge, with the exception of judges who have terminated their powers for negative reasons;

5) at least two years of work experience in public positions, including at least one year in the positions of law enforcement or special state bodies or at the tactical level of the military administration bodies of the Armed Forces, in the positions of local military administration bodies or military educational institutions;

6) completion of postgraduate education programs in educational organizations under the president of the Republic of Kazakhstan or foreign higher educational institutions in priority specialties approved by the Republican commission;

7) academic degree;

8) at least five years of work experience for persons enrolled in the Presidential Youth personnel Reserve;

9) work experience requirements for the position of Bailiff are not applied

 **2.Chief Specialist of the Legal Department of the State Revenue Department of the state Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan in Atyrau region, Category C-O-5, Unit 1**

The official salary, depending on the length of service, ranges from 186632 to 229492 tenge.

**Education requirements:** Higher or postgraduate education: Higher or postgraduate education: Law (jurisprudence, international law).

**Functional responsibilities:** (Block В ) Execution within its competence of the orders of the head of the department, efficiently, in accordance with the established procedure and in a timely manner. To prepare qualitatively for court sessions on civil and administrative cases in the field of customs and taxation; to submit and complete complaints and applications to the INIS of the Republic of Kazakhstan on civil and administrative cases in the field of customs and taxation, in which they participated; to send timely to officials in accordance with the requirements of the Administrative Code of the Republic of Kazakhstan complaints of taxpayers on the decisions issued, considered management. Ensuring the receipt of the necessary information and materials in the course of work from the relevant departments.

 **3. Chief Specialist of the Audit Department of the Audit Department category C-O-5, 1-units**

 The official salary, depending on the length of service, ranges from 212061.00 to 260615.00 tenge.

**Education requirements:** Higher or postgraduate education: business and management (economics, management, accounting and auditing, finance, state and local administration, marketing, world economy, state audit), law (jurisprudence, international law, customs), social sciences (international relations, political science).

**Functional responsibilities:** (Blog A) Functional responsibilities: participation in the organization and preparation of materials for meetings held in the Department on issues within the competence of the Department, provision to the SRC of the Ministry of Finance of the Republic of Kazakhstan and other bodies of various information and information in accordance with current legislation and regulatory legal acts, consideration of appeals of individuals and legal entities in accordance with the legislation of the Republic of Kazakhstan, on proposals state institutions, law enforcement agencies, preparation of documents, carrying out inspections in territorial administrations in accordance with the Department's plan, making proposals for their improvement; Identifying and drawing up tax evasion schemes during tax audits. Drawing up a conclusion on criminal cases.

 **4. To the chief specialist of the Remote Monitoring Department No. 1 of the Remote Monitoring Department of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-5, 1 unit.**

**The official salary, depending on the length of service, ranges from 212061 to 260615 tenge.**

**Education requirements: Higher or postgraduate** education: business and management (economics, management, accounting and auditing, finance, state and local administration, marketing, world economy, state audit), law (jurisprudence, international law, customs), social sciences (international relations, political science), technical sciences and technologies (information systems, computer equipment and software, information security systems).

 **Functional responsibilities:** (Block A) Ensure compliance with and protection of the legitimate rights, freedoms and legitimate interests of citizens; Timely consideration of appeals and applications of legal entities and individuals; administration of resident legal entities under the CPN, coordination of work on testing the launches of automated and manual desk control (CPN, VAT, Public Procurement); Monitoring to ensure 100% performance of indicators and indicators of the rating assessment of the effectiveness of the Department of State Revenue by indicators quarterly 9.2,9.3,9.4,9.5,9.6; Conducting in-house control of tax reports according to the register of in-house control procedures "Kyran" related to the competence of the Department; Monitoring and implementation of measures in accordance with the Procedure for state revenue bodies to carry out measures based on the results of in-house control in the information system "EXD" related to the competence of the Department; Control and implementation of measures on the organization of actions of state revenue bodies in relation to taxpayers whose registration (re-registration) has been invalidated by the court, and (or) transaction (operation), action (actions) on the statement of an invoice and (or) other document which has been recognized (recognized) by a judicial act that has entered into legal force committed (committed) by a private business entity without actually performing works, rendering services, shipping goods, and their counterparties; Control over the timely and full fulfillment of tax obligations by legal entities-residents of the Republic of Kazakhstan; The procedure for state revenue agencies to analyze the list of subcontractors in the treasury support of public procurement for construction for the presence of risks; Control and coordination of the work of territorial departments of state revenue on the administration of legal entities and large taxpayers, corporate income tax; Advance payments on CPN (AP before delivery and AP after delivery of CPN); Working out of overpayment for CPN; Working out of unprofitable enterprises; Carrying out measures in accordance with the Procedure for interaction of operational-investigative and other departments of state revenue bodies for the prevention, detection, suppression of criminal and administrative offenses falling within the competence of state revenue bodies.

 **5. Chief Specialist of the Department of Explanatory Work and Contact Center Department of Public Services of the Contact Center of the Department of State Revenue in Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-5, 1 - unit.**

**The official salary, depending on the length of service, ranges from 212061 to 260615 tenge.**

**Education requirements:** Higher or postgraduate education: business and management (economics, management, accounting and auditing, finance, state and local administration, marketing, world economy, state audit), law (jurisprudence, international law, customs), social sciences (international relations, political science).

**Functional responsibilities:** (Block A) ensures the execution in accordance with the established procedure and deadlines of the instructions of the committee and the management of the Department received for consideration. Considers letters from legal entities and individuals on clarification of legislation, appeals from state bodies, as well as territorial divisions of state revenue bodies on issues within the competence of the Department. Ensures the implementation of the legislation of the Republic of Kazakhstan on issues within the competence of the Management entrusted to the state revenue bodies. Interacts with the structural divisions of the Committee within the competence of the Department. Keeps a timesheet of management employees. Provides methodological and practical assistance to territorial bodies on issues within the competence of the Department. Monitors the timely execution of instructions, protocol instructions of the top management. Develops quarterly and annual management work plans. Conducts explanatory work on the amendments and additions to tax and customs legislation. Organizes technical classes on tax and customs legislation and other regulatory legal acts. Provides suggestions for improving the main activities of the department. Informing taxpayers via telephone lines and a "Contact Center" and conducting explanatory work on the changes. Reply to the explanatory letter in time. Establishing close ties with the media.

 **6. Chief Specialist of the Excise Tax Administration Department of the Administration of Indirect Taxes of State Revenues in Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-5, 1 - unit.**

**Education requirements:** postgraduate or higher education, work experience is not required: law (jurisprudence, international law, law enforcement, customs), social sciences, economics and business (economics, management, accounting and auditing, finance, state and local government, marketing).

**Functional responsibilities:** (Block A) performs the following functions: administration of excise taxes; analysis of the state of receipt of excise taxes to the budget; accounting and analysis of the taxable base of the volume of production and turnover of excise products; conducting tax thematic and time-lapse surveys; provision of public services; issuance, renewal of licenses for storage, sale and retail sale of alcoholic beverages; organization of work on issues related to concerning the preparation of documents for consideration of suspension, cancellation; conducting explanatory work on issues within the competence of the department; making proposals to increase tax revenues. Compliance with the procedure for declaring the volume of turnover and production of excisable products; compliance with the rules for issuing accompanying invoices for certain types of biofuels, petroleum products, ethyl alcohol and alcoholic beverages and tobacco products; compliance with the procedure for declaring the volume of turnover and production of excisable products; compliance with the rules for issuing invoices for excise additives located at enterprises; sellers of ethyl alcohol; accounting andcontrol marks;; control over the information provided by taxpayers related to the turnover and production of biofuels, petroleum products, necessary for analysis. Coordinates the work on the implementation of its activities with the SRC of the Ministry of Finance of the Republic of Kazakhstan, structural divisions of the Department, territorial departments of state revenue, authorized bodies, citizens, law enforcement agencies and other state bodies.

 **7. To the chief specialist of the collection department of the Debt Management Department, category C-O-5, 1 unit.**

 **Education requirements:** postgraduate or higher education, work experience is not required: law (jurisprudence, international law, law enforcement, customs), social sciences, economics and business (economics, management, accounting and auditing, finance, state and local government, marketing).

**Functional responsibilities:** (Block A) within the authority of the department to participate in the preparation and organization of materials and documents related to the department's meeting; to control the work with the state revenue departments subordinate to the department to ensure tax arrears, the fulfillment of non-fulfilled tax obligations on mandatory pension contributions and social contributions and measures of compulsory collection; Consideration and control of taxpayers' documents on changing the deadlines for the fulfillment of the tax obligation to pay taxes and (or) fees; making decisions on other issues related to their competence.

 **8.** **Chief Specialist of the Department of Desk customs inspections of the Customs Control Department after the release of goods (from 08.05.2023 to 23.07.2025, extended from the period of parental leave of the temporary main employee), Category C-O-5, 1 unit.**

**Education requirements:** postgraduate or higher education, work experience is not required: law (jurisprudence, international law, law enforcement, customs), social sciences, economics and business (economics, management, accounting and auditing, finance, state and local government, marketing).

**Functional responsibilities:** (Block A) Ensures timely execution and in accordance with the established procedure of instructions received from the head of state and the Government of the Republic of Kazakhstan, the management of the Committee and the Department, considers applications and letters of complaint from citizens on issues falling within the competence of the Department, considers appeals of state bodies and other legal entities on issues falling within the competence of the Department, makes recommendations to the management of the Department on improving customs control after the release of goods, participants in foreign economic activity, Authorized Economic Operator, participates in on-site customs inspections against Customs representatives, initiates and conducts cases on administrative offenses, analyzes the results of inspections of foreign economic, financial, economic and other services conducted by the Department, forms a database on the results of the Department's activities, timely enters into the electronic system instructions, notifications, acts of customs inspection, maintains a list of instructions, notifications, acts of customs inspection, collects a database of calculated and collected customs payments and taxes on customs offenses in terms of participants in foreign economic activity, interacts with structural divisions of the Department and state bodies, participates in the development and implementation of the Department's work plan, is responsible for the formation and execution of reports, information on the work performed to the state Revenue Committee on a quarterly basis.

**Requirements for bidders in the category С-О-5:**

availability of the following competencies: stress resilience, initiative, responsibility, customer-oriented and its awareness, honesty, self-development, efficiency, cooperation and interaction, service management;

 work experience is not required.

**Documents required for participation in the competition:**

The following documents are submitted for participation in the general 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";

2) the track record of the candidate for the administrative state position of the corps "B" with a 3x4 color photo in accordance with Annex 3 to the Rules of competitions for the occupation of the administrative state position of the corps "B";

3) copies of educational documents and appendices to them, notarized;

Copies of educational 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 educational documents issued by the authorized body in the field of education, with the exception of educational documents issued by foreign higher educational institutions, research centers and laboratories to citizens of the Republic of Kazakhstan - holders of the Bolashak international scholarship, as well as those subject to an international treaty (agreement) on mutual recognition and equivalence.

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

Copies of educational documents subject to an international agreement (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 the document confirming the work activity, notarized or certified by the personnel service from the place of work;

5) medical certificate of health status (medical professional advisory opinion) in the form No. 086/u, according to the forms of primary medical documentation of healthcare organizations approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated November 23, 2010 No. 907 (registered in the Register of State Registration of Regulatory legal Acts No. 6697), issued not more than six months before the date of submission of documents (or a notarized copy);

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

 7) a certificate from a psychoneurological organization in the form, according to the standard of the state service "Issuance of a certificate from a psychoneurological organization", approved by the 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 Regulatory legal Acts No. 11304), issued no more than one year before the day submission of documents (or a notarized copy)

 8) a certificate from a narcological organization in the form, according to the standard of the state service "Issuance of a certificate from a narcological organization", approved by the 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 Regulatory legal Acts No. 11304), issued no more than one year before the day submission of documents (or a notarized copy).

The Personnel Management Service (HR service) through the integrated information system "E-kyzmet" checks whether the candidate has:

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

 2) conclusions on passing the assessment of personal qualities in the 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 (HR service) verifies copies of documents with the originals.

It is not required to provide a copy of a document confirming employment, if a citizen has not carried out work and if work experience is not required for a vacant position for which a competition has been announced.

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).

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 Revenue for 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 purpose, by mail or electronically to e-mail addresses, 1501008@taxatyrau.mgd.kz g.kulova@kgd.gov.kz , tugaibaeva@taxatyrau.mgd.kz specified in the announcement or through the e-government portal "E-gov" in the time of receipt of documents.

When submitting documents in electronic form to the e-mail address of a state body or through the e-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 be interviewed.

Candidates participating in the general competition and admitted to the interview, pass it in the Department of State Revenue of the Atyrau region, which announced the competition, within three working days from the date of notification of 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 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 these Rules.

 In agreement with the head, the presence of experts at the meeting of the competition commission 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 of the Parliament of the Republic of Kazakhstan and maslikhats.

 The participants of the competition and candidates may appeal the decision of the competition commission to the authorized body or its territorial subdivision, or in court.

 The costs of participation in the competition (travel to the place of the interview and back, rental of residential premises, accommodation, use of communication services of all kinds) are borne by citizens 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

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(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.

 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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 (signed) (Last name, first name, patronymic (if any))

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