**Announcement of an internal competition for the vacant administrative public position of Building «B» among civil servants 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:** **a.uagisaeva@kgd.gov.kz, g.** **kulova@kgd.gov.kz****,** **tugaibaeva@taxatyrau.mgd.kz****, Announces an internal competition among civil servants of the Department of State Revenue of Atyrau region or holding an administrative public position of Building «B»:**

 **1.Deputy Head of the State Revenue Department for the city of Atyrau of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan,** category C-R-2, 1-units.

 The official salary, depending on the length of service, is from 273155 to 323113 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, customs), law (jurisprudence, international law,).

 **Functional responsibilities:** (Block А) Management of supervised departments and coordination of their work, organization, monitoring of the status of work performed, coordination of activities in accordance with the state Revenue Department and ensuring its referral to state authorities and other institutions, coordination of interaction of state bodies, policy formation of the State Committee of the Ministry of Finance of the Republic of Kazakhstan and ensuring participation in the implementation of the policy, implementation of compliance with tax legislation and other regulatory legal acts providing for the receipt of non-tax payments, development of legal opinions on disputed materials between state revenue bodies and taxpayers, coordination of work on personnel issues, knowledge of economic theories, theories of financial analysis, the main directions of public administration, general economic and fiscal policy of the Republic of Kazakhstan. Comply with the Constitution of the Republic of Kazakhstan, laws and other regulatory legal acts of the Republic of Kazakhstan, duties of a civil servant established by law; to monitor compliance with the customs, tax and other legislation of the Republic of Kazakhstan, to ensure interaction with state bodies and organizations; to monitor compliance with official and labor discipline; to monitor compliance to comply with restrictions; To observe official ethics; To consider measures to prevent corrupt actions of employees of the department, to prevent abuse of official position, to eradicate corruption;

 **2.** Head of the Department of Non-production Payments of the Department of State Revenue for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category С-О-3 1 unit.

 The official salary, depending on the length of service, is from 219635 to 378563 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, customs), law (jurisprudence, international law,).

 **Functional responsibilities:** (Block А) According to the Orders "On approval of forms of information on taxes and other mandatory payments to the budget, control over the completeness and timeliness of accrual, as well as thematic control over the completeness and timeliness of the information provided, Coordinate the work on collecting debts of individuals to the budget for property tax, land tax and vehicle tax, timeliness of sending notifications, issuing Tax orders, sending materials to court executors, Monitors the completeness of the receipt of fees and fees to the budget according to the information of authorized bodies, We send them to the territorial departments of state revenue, Coordinate the work on the qualitative conduct of desk control by the territorial departments of state revenue, according to the fixed codes of budget classification, Monitors the completeness and timeliness of accrual to personal accounts and payment to the budget of property tax, land tax, tax on vehicles of individuals, fees and charges, Control over the timely execution of requests from authorized and law enforcement agencies on the issue of submitting a declaration of civil servants and candidates for public service (TNF 250.00 and 270.00), Together with the Clarification Department-work to clarify the issues of the introduction of universal declaration by the FL.

 **Requirements for participants of the competition category С-О-3:**

 work experience must meet one of the following requirements:

 1) at least three years of work experience in positions not lower than categories A-5, B-5, C-4, C-O-5, C-R-2, D-4, D-O-4, D-R-2, E-3, E-R-2, E-G-1;

 2) at least three years of work experience, including at least one year in positions of law enforcement or special state bodies of the central or regional levels, or not lower than the operational and tactical level of the military management body of the Armed Forces or military educational institutions;

 3) at least three years of work experience in the areas corresponding to the functional areas of a particular position in this category.

 **3.** Head of the Risk Department of the Department of Analysis and Risks of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, category С-О-4, 1 - unit.

 The official salary, depending on the length of service, is from 273155 to 323113 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, customs), law (jurisprudence, international law,).

 **Functional responsibilities:** (Block А) According to the order of the First Deputy Prime Minister of the Republic of Kazakhstan - Minister of Finance of the Republic of Kazakhstan dated October 3, 2019 No. 1084 "Rules and deadlines for the implementation of a pilot project to improve the administration of value added tax on the basis of an information system of electronic invoices using a risk management system" and 120-1 of the Tax Code of the Republic of Kazakhstan to conduct an analysis..Conduct an analysis on migrating taxpayers. According to the Resolution of the Board of the National Bank of the Republic of Kazakhstan dated April 21, 2020 No. 50 "On the maximum amounts of withdrawal amounts by legal entities of cash from bank accounts during a calendar month and categories of legal entities that are not subject to the requirement to withdraw cash from bank accounts" preparation of a certificate. Identification of high-risk taxpayers, analysis, investigation, verification, when detecting tax evasion, draw up settlement schemes between counterparties and send materials to the Department of Economic Investigations. Identification of additional tax payments. Timely and high-quality execution of letters, protocol instructions of the SRC of the Ministry of Finance of the Republic of Kazakhstan. According to the approved joint order No. 351 dated 06/14/2021 "interaction of the Agency of the Republic of Kazakhstan for Financial Monitoring and the SRC of the Ministry of Finance of the Republic of Kazakhstan on countering the shadow economy" approved by the rules to interact with the AFM.

 4**.** Chief specialist of the Analytical Department of the Department of Analysis and Risks of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan (for the period of parental leave of the main employee until 10.01.2026) , category C-O-5, 1-units

 The official salary, depending on the length of service, is from 237596 to 281435 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, customs), law (jurisprudence, international law,).

 **Functional responsibilities:** (Block А) monitor the implementation of forecast indicators delivered by the budget, compare data on payments received from the Treasury body; timely submit reports and information submitted to the state Revenue Committee and local competent authorities, analyze changes in overpayments generated by the budget.

 **5.** Chief Specialist of the Legal Department of the Department of State Revenue in Atyrau region of the KND of the Ministry of Finance of the Republic of Kazakhstan (for the period of parental leave of the main employee until 07.19.2024, 11.01.2026), category C-O-5, 2 - unit.

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

 **Functional responsibilities:** (Block В ) On behalf of the head of the department, within the framework of its competence, perform qualitatively, in accordance with the established procedure and in a timely manner. If the department is a party to a civil case, participation in the court in order to protect the interests of the Department in court in compliance with the requirements provided for by the administrative procedural Procedure Code of the Republic of Kazakhstan, preparation for the court, preparation of draft Appeals for judicial acts within the period stipulated by the administrative procedural Procedure Code of the Republic of Kazakhstan, ensuring the rational use of its working time. Preparation of draft decisions on complaints of actions or inaction of taxpayers received by the Department. Conduct an analysis of the correct application and procedure of administrative laws by state revenue departments for cities and districts. Strict compliance with the established procedure for considering appeals, applications of individuals and legal entities on the merits. preparation and preparation of conclusions and resolutions on complaints brought by taxpayers to administrative offenses. providing references, conclusions and advice on legal issues arising in the activity. Ensuring the filling and completion of complaints and applications in administrative and civil cases in the IAS.

 **6.** Chief Specialist of the Financial Department of the Organizational and Financial Management of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, category C-O-5, 1 - unit.,

 The official salary, depending on the length of service, is from 237596 to 281435 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, customs), law (jurisprudence, international law,).

 **Functional responsibilities:** (Block B) conducting synthetic and analytical accounting for Sub-accounts; accounting for cash and banking transactions and reporting on them; checking memorial orders; making timely and high-quality calculations on submitted primary allowances, premium documents, compiling statistical reports and preparing certificates of remuneration; tax reporting; drafting memorial orders and settlement of accounts with suppliers and contractors; preparation of applications for registration and orders for payment under concluded contracts; monitoring the timely execution of financial procedures for budget programs; conducting invoices for payment in the Treasury Department; accounting for the movement of assets, low-value and fast-wearing assets and other tangible assets; depreciation calculation and reporting; inventory, accounting of fixed assets; reporting on fixed assets; environmental protection (F-870.01) submission of the declaration; monthly issue and verification of settlement and payment statements (M/O No. 5 ) ; Carrying out other work assigned to the department ensures the maintenance of memorial orders No. 2. Timely submission of reports to statistical agencies and payment.

 **7.** Chief Specialist of the Remote Monitoring Department No. 2 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 (parental leave of the main employee until 06.11.2025), category C-O-5, 1 - unit.

 The official salary, depending on the length of service, is from 237596 to 281435 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, customs), law (jurisprudence, international law,).

 **Functional responsibilities:** Execution of orders, instructions and centralized instructions of the management of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan; Execution of the forecast for IPN (101201,101202), SN (103101); Execution of the plan for additional tax receipts at the expense of tax administration; Monitoring to ensure 100% fulfillment of indicators and indicators of the rating assessment of the effectiveness of the Department of State Revenue by indicators quarterly 4.2,4.3,4.4,4.5,4.6,6.1,6.3; Conducting in-house control of tax reports according to the register of in-house control procedures "Kyran" related to the competence of the Department; Control and implementation of measures in accordance with the Procedure carrying out by state revenue bodies of measures based on the results of desk control in the information system "EXD" related to the competence of the Department ; Working out of overpayments for IPN(101201,101202), SN (103101); Monitoring and carrying out work on the administration of taxpayers applying special tax regimes;

**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:**

1)an application in accordance with Annex 2to the rules of the competition for holding an administrative public position of Building “B” (the form is attached);

2)a service record certified by the Personnel Management Service, which must be submitted not earlier than thirty calendar days before the date of submission of documents.

Citizens can provide additional information related to their education, work experience, professional level and reputation(copies of documents on professional development, awarding academic degrees and titles, characteristics, recommendations, scientific publication and other information describing their professional activities, qualifications.)

Submission of an incomplete set of documents or false information is a ground of refusal to consider them by the Competition Commission. The deadline for accepting documents is 3 working days, which is calculated from the next working days, which is calculated from the next working day after the last publication of the announcement of internal competition. Documents are accepted at the address: 060005, Atyrau, 96 B Azattyk Ave., phone numbers for inquiries: 8(7172)31-84-20. “ Citizens wishing to participate in the internal competition submit their documents to the state body that announced the competition in electronic from through Integrated Information System “E-kyzmet” r through the e-government portal “E-gov” or to the e-mail address specified in the announcement within the deadline for accepting documents.

If they are not submitted, the person is not allowed to pass the interview by the Competition Commission.

The Competition Commission considers the submitted documents for compliance with the qualification requirements set for the candidates and makes a decision on admission of the contest participants to the interview within one working day after the deadline for accepting documents expires.

Candidates who participate in the internal competition and are admitted to the interview are held in the state bodies where the competition was announced tithing three working days from the date of notification of candidates about their admission to the interview. In order to ensure transparency and objectivity of the work of the Competition Commissions, observes are invited to attended its meeting.

Representatives of the Parliament of the Republic of Kazakhstan and deputies of maslikhats of all levels, 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 of the civil service Affairs (hereinafter reffered to as the authorized body) may participate as observers in the meeting of the Competition Commision.

To participate in the meeting of the Competition Commission as an observer, a person is registered with the Personnel Management service(HR service) no later than one business day before the start of the interview. For registration, persons submit to the Personnel Management service(HR service) a copy electronic copies of documents confirming their affiliation to the organizations specified in paragraph 26 of the rules for holding a competition for an administrative public position in Building “B”.

If a competition is held for specialized positions in a narrow circle, experts are invited to attend the meeting of the Competition Commision.

Specialized in a narrow circle is a profession that is occupied by less than 5 percent of employees of state body.

As experts persons who are not the functions of the state body for which the competition has been announced, who have experience in the areas corresponding to the functional areas of the vacant position, including in the filed of science, as well as specialists in the selection and promotion of Personnel, Civil Servants of other state bodies, Deputies of the Parliament and Maslikhats of the Republic of Kazakhstan can participate. 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.