**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.94-a,phone numbers for inquiries 8(7122)31-84-20, e-mail: 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. Head of the Department of Electronic Control of Tax Acts of the Audit Department of the State Revenue Department for Atyrau region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan, category C-O-4, 1-unit.**

**The official salary, depending on the length of service, is from 241078 to 295611 tenge, (block A).**

**Education requirements:** postgraduate or higher 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:** Organization of the work of the department; organization of deskcontrol of acts of tax audits. Tax audit conducting control over acts of preliminary inspections for conducting tax audits through the ECNA information system. Participation in high-quality and timely compilation of consolidated quarterly and annual reports of Form 2-N. Preparation of management rating indicators and reporting to management. Ensuring timely and high-quality execution of centralized tasks and tasks. Ensuring the timeliness, competence and legality of consideration of taxpayers' appeals. To monitor the preparation and execution of the department's documents; to make recommendations on eliminating the causes and conditions that give rise to tax errors, to carry out work on collecting, sorting, assessing the facts of violations of tax legislation; to interact with state and other competent authorities within the competence of the head of the department.

**2. Head of the Organizational Department (temporarily, for the period of the main child care worker until 08/25/2024) Organizational and Financial Department of the State Revenue Department for Atyrau region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan, category C-O-4**

**Salary depending on years of service from 212061 to 260615 tenge (block В)**

**Requirements education:** graduate or higher education business and management (Economics, management, accounting and audit, Finance, state and local government, marketing, global economy, the state audit); law (jurisprudence, international law, customs law); social Sciences (international relations, political science)**.**

**Functional responsibilities:** Ensuring interaction with the media; informing the state Revenue service about the main trends in media coverage; registration of incoming and outgoing correspondence; organization of work in the reception; ensuring the execution of decisions of boards, protocol orders, conference calls of the SRC of the Ministry of Finance of the Republic of Kazakhstan; implementation of protocol orders of the department management; preparation of quarterly, annual work plans and monitoring their execution; organization of complex and thematic inspections of state revenue departments; management of the preparation of documents for consideration at the meeting of the methodological council; control over electronic document management in the department; organization of timely submission of documents to the archive; compilation of the nomenclature of cases; conducting other work assigned to the department.

**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

**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, 94a 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.

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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