**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 Remote Monitoring Department of the State Revenue Department for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-3, 1 - unit.**

**The official salary, depending on the length of service, ranges from 285201.00 to 350413.00 tenge.**

**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), technical sciences and technologies (information systems, computers and software).

 **Functional responsibilities:** (Block A) The Head of the Department exercises general management over the activities of the Department and is personally responsible for the fulfillment of the tasks assigned to the Department and the exercise of its functions. To ensure the observance and protection of the legitimate rights, freedoms and legitimate interests of citizens; Monitoring the 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 desk control (CPN, VAT, Public procurement, IPN, SN), tax control of taxpayers applying special tax regimes; control and execution of the forecast included in the competence of Management; Working off overpayments included in the competence of Management; working off unprofitable enterprises; control and execution the plan for additional tax receipts due to 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 10.1-10.6,11.1,12.1,12.2,12.4,12.5,12.6,19.3 control over timely and full fulfillment of tax obligations by legal entities-residents of the Republic of Kazakhstan; control over the procedure for the state revenue bodies to analyze the list of subcontractors in the treasury support of public procurement for construction for the presence of risks; interaction with authorized state bodies to obtain information about taxable objects and (or) objects, related to taxation by a small business entity; control and implementation of measures for advance payments on CPN (AP before delivery and AP after delivery of CPN); control and implementation of measures to work out taxpayers with the status of "working without OPV"; control over procedures for termination of the activities of individual entrepreneurs in a simplified manner in accordance with Article 67 of the Tax Code of the Republic of Kazakhstan (non-payers of VAT); implementation of tax control on the legality of the application by taxpayers applying a special tax regime; Control and implementation of measures in accordance with the Order No. 248 of July 21, 2020 on the organization of actions of state revenue bodies in relation to taxpayers whose registration (re-registration) was declared invalid by the court, and (or) transaction (operation), action (actions) on the statement of an invoice and (or) other document which is recognized (recognized) as having entered into legal force by a judicial act committed (committed) by a private enterprise entity without actually performing works, rendering services, shipping goods, and their counterparties; Implementation of control over the conduct of desk control of tax reports according to the register of desk control procedures "Kyran"; Implementation of control over the conduct of activities in accordance with the Procedure for state revenue bodies to conduct activities based on the results of desk control in the information system "EXD"; Organization of work on the conduct of activities in accordance with the Procedure for the interaction of operational investigative and other departments of state revenue bodies for the prevention, detection, suppression of criminal and administrative offenses, related to the competence of state revenue bodies; Control over the provision of information (conclusions) to the requests of the structural units of the Department on issues within the competence of the Department; Providing practical, methodological assistance and taking part in seminars, meetings for territorial state revenue departments on issues within the competence of the Department.

**2.** **Head of the Department of Taxation of Non-residents of the Department of State Revenue for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-3, 1 - unit.**

**The official salary, depending on the length of service, ranges from 285201.00 to 350413.00 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:** (A block) Management of management activities and determination of duties and powers of management employees; ensuring compliance with and protection of the rights, freedoms and legitimate interests of citizens and legal entities, consideration of citizens' appeals in accordance with the procedure and deadlines established by law; work on administration of special payments and taxes of subsoil users, administration of income of non-residents of the Republic of Kazakhstan, large taxpayers, implementation and control to be monitored; Implementation and control over the correct application of the provisions of international treaties established in accordance with international treaties (Tax Code) and on taxes and other mandatory payments to the budget; Rendering of state services of approved state revenue bodies (refund of income tax paid from the budget, confirmation of residence of the Republic of Kazakhstan, apostille of official documents originating from structural divisions of the Ministry of Finance of the Republic of Kazakhstan and (or) their territorial divisions); conducting a tax audit on the refund of income tax from the budget based on the application of non-residents for the refund of tax paid on income received from sources in the Republic of Kazakhstan; Conducting in-house control of tax reporting according to the register of in-house control procedures "Kyran".

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

the presence of the following competencies: stress resistance, initiative, responsibility, focus on the consumer of services and informing him, integrity, cooperation and interaction, activity management, decision-making, leadership; Work experience must meet one of the following requirements:

at least two years of work experience in government positions, including positions in following lower category, provided the staffing table of the state body, or A-5, B-5, C-4, C-O-5, C-R-2, D-4, D-O-4, E-3, E-R-2, E-G-1 or in leadership positions not lower than categories defined by the Registry of corps “A”, or in political public posts at least one year of experience;

at least three years in the areas corresponding to the functional areas of a particular post in this category;

acting on a permanent basis, or the status of a Deputy of the Parliament of the Republic of Kazakhstan oblast, city of Republican significance, capital, district(city of regional significance) for at least two years of experience in the status of the Deputy of the maslikhat of the worker, or international status;

termination of powers of the judge for negative reasons, with the exception of work experience as a judge for at least one year;

at least three years of work experience in public positions, including at least two years in the positions of local military administration bodies or military educational institutions, not lower than the tactical level of law enforcement agencies or special state bodies or regional level or military administration bodies of the Armed Forces;

completion of training in postgraduate educational programs in educational organizations under the president of the Republic of Kazakhstan or foreign universities in priority specialties approved by the Republican commission;

academic degree;

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

**3.** **Head of the Department of Non-tariff Regulation and Intellectual Property, Department of Customs Administration of the Department of State Revenue for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-4, 1-unit.**

**The official salary, depending on the length of service, ranges from 241078.00 to 295611.00 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:** Ensuring, in accordance with the established procedure and deadlines, the execution of instructions received for consideration by the management of the Department and the Committee;

Consideration of letters, applications and complaints of individuals and legal entities on issues within the competence of the Department;Consideration of letters from state bodies and other organizations on issues within the competence of the Department;Managing the activities of the Department;Organization of the work of officials of the Department, control over the performance of their functional duties;Submission in accordance with the established procedure of submission for appointment to positions, officials of the Department, their encouragement and the application of disciplinary measures against them;Ensuring control over compliance with the legislation of the Republic of Kazakhstan when officials of the Department perform their official duties;Organization of work on the improvement of performance and raising the professional level of officials of the Department and subordinate units and services;Representing the interests of the Department on issues within the competence of the Department in state bodies of the Republic of Kazakhstan and in other organizations;Carrying out work on the organization of customs control in relation to goods containing objects of intellectual property in accordance with the customs register of objects of intellectual property;Carrying out work on the organization of customs control in relation to goods containing objects of intellectual property in accordance with the customs register of objects of intellectual property;Implementation of control on issues of export control and non-tariff regulation by participants in foreign economic activity;Ensuring, within its competence, the observance of prohibitions and restrictions in relation to goods transported across the customs border of the Customs Union;Carrying out customs control over conditionally released goods in accordance with Article 202 of the Code of the Republic of Kazakhstan “On Customs Regulation in the Republic of Kazakhstan”, exercising control over the submission of documents and information on conformity assessment within the time limits specified in the obligation, but not more than 60 calendar days from the date of placing the goods under conditional release. Based on the results of the verification of the submitted documents, the removal of EDT from control by making changes and additions to the information specified in the DT and the use of the function "Completion of the control of DT from the blue corridor in IS ASTANA-1";Fulfillment of all requirements for the protection of official information of limited distribution, storage and non-disclosure of information obtained in the performance of official duties;Bears personal responsibility for the performance of the tasks assigned to the Department and the implementation of their duties;Participation in the development of the Work Plan and Regulations of the Office, job descriptions and nomenclature of cases and ensuring its implementation;Consideration of administrative materials on administrative offenses in the field of customs;Compliance with information security requirements;Fulfillment of other duties assigned within their powers by higher officials of the Office, Department and Committee.

**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

**4.** **Chief Specialist of the Department of Large Taxpayers 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, 2 - unit.**

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

**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), technical sciences and technologies (information systems, computers and software).

**Functional responsibilities:** (Blog A) Organization of work on the implementation of tax audits in relation to large taxpayers and large business entities subject to monitoring. Conducting tax monitoring of large taxpayers and large business entities by analyzing the financial and economic activities of taxpayers in order to determine their real taxable base. Providing analytical information about large taxpayers and large business entities subject to monitoring. Improving the tax administration of large taxpayers and large business entities subject to monitoring. Development and submission to the committee of proposals for improving tax administration. Clarification of the legislation regarding the tax administration of large taxpayers and large business entities subject to monitoring. Conducting tax audits of large taxpayers and large business entities, taxpayers subject to monitoring for the implementation of the tax legislation of the Republic of Kazakhstan; Ensuring the completeness of tax receipts, mandatory payments to the budget calculated based on the results of tax audits and monitoring, calculation, withholding and transfer of mandatory pension contributions and mandatory occupational pension contributions to the Unified Accumulative Pension Fund, calculation and payment of social contributions to the state Social Insurance Fund. Participation in the meeting of the commission to consider the written objection of large taxpayers and large business entities subject to monitoring to the act of preliminary tax audit; Preparation and submission of reports to the committee; interaction of large taxpayers and large business entities subject to monitoring with government agencies, including abroad, on tax administration issues. Interaction with structural divisions on issues within the competence of the Department. Provision of information to the state bodies of the Republic of Kazakhstan, including preliminary information, in compliance with the procedure and requirements of the legislation of the Republic of Kazakhstan for the protection of state, commercial, banking, tax and other secrets (secrets) protected by the legislation of the Republic of Kazakhstan, as well as other secret information, international treaties of the Republic of Kazakhstan, if such information is necessary for the specified bodies to fulfill the assigned tasks and functions are assigned to them.

**5.** **Chief Specialist of the Audit Department of the Audit Department (temporarily, for the period of the main child care worker's stay until 06/07/2023) 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.

**6.** **Chief Specialist of the Customs Post "Auezhai-Atyrau" 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 212061.00 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) Long-term and current work plans of the customs post, Atyrau International Airport Services and other border control bodies organizes the development of technological schemes of joint actions. Customs information and consulting, participants in economic activity and other activities in the field of customs affairs communication and interaction with persons, customs representatives and organizes work on monitoring the activities of carriers. Beckett goods and services transported across the customs border of the customs union in the territory of activity implementation of state customs control over vehicles and individuals. customs operations, violations and violations in the field of customs affairs prevention, detection and suppression of crimes, production of administrative cases conducting radiation control, compliance with the procedure of the customs control zone organizes work. Passed through the customs border of the customs union customs clearance and Customs Declaration of goods performs operations, identifies violations of customs rules. Intellectual conducts work on the protection of rights to property objects. International transportation agreement on international cargo transportation using the document book performs control over the sale of goods and vehicles in accordance with the contract. "Kazakhstan" The Customs and tracite system" is used by the CCC of the KM. Appointment of customs expertise and driving. Customs transit by customs procedure, international mail goods delivered by customs escort, sent with their shipments performs customs clearance. Export control, civil and service weapons and their ammunition, hunting drugs, explosives, toxic substances, colorful supervises the import and export of reproduction and copying equipment. Customs duties of the Republic of Kazakhstan oil and gas production of goods exported from the territory of the Republic of Kazakhstan, used in the production of oil and gas equipment for the production of conduits and devices, their parts - equipment. particles, animals and their derivativesi products. types of leather and wool products. properties and determining the purpose of Use and codes in accordance with the product nomenclature. Payment and production of customs duties and taxes, unloading to the budget, issues of conducting additional inspections for the purpose of determining customs liability, technologies and server, Post-terminals, plastic customs payments payment by cards, issuance of Information and consultations, other separate customs procedures responsible for the directions. The customs border of the customs union sale of goods and vehicles, their placement by customs procedure, direct customs operations related to the passage of individuals across the border prepares and issues customs documents.

**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, 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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