**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-Б, 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 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.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.

**2.** 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.

**3.** 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 212061.00 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) Provision of timely jn behalf of the CTD MF RK providing timely responses to taxpayers requests for issues within the competence of the Departament. Providing practical training methodological assistance to the regional bodies of the Departament practical within the competence of the Departament. Providing clarification tax and customs legislation of the Republic Kazakhstan comply with the rules and standards for the provision of public service placement of publications on Internet resources of the State Revenue Committee of the Ministry of Finance of the Republic Kazakhstan as well and social networks. Organization of events. Seminars. According to the explanation of tax and customs legislation organization of work with the media and with various information campaign performance of other functions stipulated by the legislation of the Republic Kazakhstan. Providing taxpayers via telephone lines and Contact-Center carried out explanatory work on the name of the tax legislation.

**4.** 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 212061.00 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), technical sciences and technologies (information systems,Computer technology 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 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 Administration of Non-production payments of the Department of Non-production Payments 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.

**he 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:** (Block A) organization of thematic control over the correctness of calculation, completeness of collection, timeliness of transfer of non-production payments by authorized bodies in accordance with the orders of the SRC of the Ministry of Finance of the Republic of Kazakhstan, as well as the timeliness and reliability of providing information, control over the work to identify the causes of overpayments, control over the receipt of information on taxes, fees and payments from authorized bodies, on regional state revenues and control over their completeness of budget receipts; Conducting desk control of non-production payments according to the approved list of desk control procedures.

**6**. Chief Specialist of the Goods Classification Department of the Tariff Regulation Department of the State Revenue Department for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan (for the period of parental leave of the temporary main employee until 06/07/2025), Category C-O-5, 1 unit.

**he 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:** (Block A) ensures, in accordance with the established procedure and timely execution of the instructions of the Head of State and the Government of the Republic of Kazakhstan, the leadership of the Committee and the Department, considers appeals and complaints of citizens on issues within the competence of the department. Interacts with the structural divisions of the Department and government agencies, participates in the development and enforcement of the management work plan, is responsible for the formation and execution of reports, information on the work done, quarterly, to the State Revenue Committee.Presents to the Central Customs Laboratory of the SRC of the Ministry of Finance of the Republic of Kazakhstan Astana report approved by the monthly order.The correctness of the classification of goods by the participants of foreign economic activity, the definition of the country of origin, provides answers to questions on granting exemption from customs duties and taxes.44 Chapter 4 of the Code of the Republic of Kazakhstan "On Customs Regulation in the Republic of Kazakhstan" on applications for a preliminary decision on the classification of goods, Provides a public service for making a preliminary decision on the classification of goods in accordance with Articles 45 and making a preliminary decision on the form and rules for making a preliminary decision on the classification of goods in accordance with the Customs Code of the EAEU, approved by Order No. 200 of the Minister of Finance of the Republic of Kazakhstan dated February 16, 2018.After the release of goods according to the form of the decision on the classification of goods in Appendix No. 2, approved by the Order of the Minister of Finance of the Republic of Kazakhstan dated February 16, 2018 No. 210 "On approval of the rules for making and form of decision on the classification of goods" on classification.If necessary, for the correct classification of goods in accordance with the Customs Code of the EAEU, it makes a decision on the appointment of a customs examination of the goods in question and sends it to the central Customs laboratory of the SRC of the Ministry of Finance of the Republic of Kazakhstan in Astana or Aktau. Chairman of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan, in accordance with Order No. 353 of July 31, 2018, the territorial bodies of state revenue cooperate to ensure the legality of exemption from value added tax and payment of value added tax by the method of offset for goods, imported into the territory of the Republic of Kazakhstan from the territory of the member states of the Eurasian Economic Union.Makes proposals to amend customs legislation in order to improve customs control.As part of his task, he constantly interacts with the structural divisions of the MCD, Performs other duties assigned to him by the leadership of the DGD and the heads of departments and departments. The SRC of the Ministry of Finance of the Republic of Kazakhstan conducts correspondence on issues of customs legislation. Conducts correspondence with law enforcement and other state bodies on issues of customs legislation. In the course of proceedings on administrative offenses, a protocol on an administrative offense is drawn up, and also takes other procedural measures provided for by the legislation of the Republic of Kazakhstan on administrative offenses. Makes proposals to amend customs legislation in order to improve customs control. Fulfills all requirements for the protection, storage and non-disclosure of information of official information of limited distribution received during the performance of official duties. Observes labor discipline and fulfills the requirements of anti-corruption legislation and the legislation of the Republic of Kazakhstan "On Public Service". As part of his task, he constantly interacts with the structural divisions of the MCD, performs other duties assigned to him by the management of the MCD and heads of departments and departments.

**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-Б 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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