**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. **To the head of the Human Resources Department (for the period of temporary leave of the main employee for the child care until 13.06.2022), category C-o-3, 1-B 1-unit. The official salary, depending on the length of service , ranges from 141576.00 tenge to 191481.54 tenge. Education requirements: higher or postgraduate education: law(jurisprudence, International Law, Law Enforcement, Customs), Social Sciences, Economics and Business(Economics, Management, Accounting and Audit, Finance, state and Local Government, marketing).**

**Functional responsibilities:** coordination and general management of the Department’s activities of structural divisions of the Department of state revenues for the implementation of the legislation of the Republic of Kazakhstan on civil service within its competence; Organization of the activities of disciplinary, competitive and other commissions on personnel issues; conducting competitive selection, promotion of civil servants, bringing civil servants to disciplinary responsibility, ensuring compliance with the procedures for dismissal of civil servants: Organization of Personnel Selection; coordination of general management of the Department’s work; Organization of work on citizens «appeals: reception and consultation of employees on personnel issues within its competence interaction with the state Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan on the issues of training, retraining and advanced training of employees of the Department of state revenue; performing other tasks in accordance with the legislation of the Republic of Kazakhstan on the issues of training, retraining and advanced training of employees of the Department of state revenue; performing other tasks in accordance with the legislation of the Republic of Kazakhstan, arising from the tasks assigned to the Department.

1. **Head of the indirect tax administration department, category C-O-3, 1-unit.**

The official salary, depending on the length of Service, is up to 191481.54 tenge, up to 141576.00 tenge. **Education requirements:** higher or postgraduate education:law( jurisprudence, International Law, Law Enforcement, Customs), Social Sciences, Economics and Business(Economics, Management, Accounting and Audit, Finance, state and Local Government, marketing),

**Functional responsibilities:** Organization of work on the administration of Indirect Taxes; control over the timely conduct of tax audits on the return o Value Added Tax; control over the analysis of the volume of purchases and sales in accordance with the documents. Requirements for the contest participants in Category C-o-3: availability of the following competencies: stress resistance, initiative, responsibility, orientation to the consumer of the service and its notification, honesty, efficiency, cooperation and collaboration, management, decision making, leadership; experience must meet one of the following requirements:

1. 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;
2. at least three years in the areas corresponding to the functional areas of a particular post in this category;
3. 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;
4. termination of powers of the judge for negative reasons, with the exception of work experience as a judge for at least one year;
5. 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;
6. 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;
7. academic degree;
8. at least five years of work experience for persons enrolled in the Presidential Youth personnel Reserve.

**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.