**Announcement of a general competition for the vacant administrative public position of the corps "B" (grassroots and non-grassroots) Department of State Revenue in 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 city, Azattyk Avenue, 96-B, phone numbers for inquiries 8(7122)31-84-20, email address: 1501008@taxatyrau.mgd.kz, g.kulova@kgd.gov.kz , administrative civil servants of the corps " B " of the Department of State Revenue of the Atyrau region announces a general competition:**

 **1.** **Head of the Risk 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 category C-O-4, 1 unit.**

 **The official salary, depending on the length of service, ranges 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), law (jurisprudence, international law, customs), social sciences (international relations, political science).

**Functional responsibilities:** (Block A) The First Deputy Prime Minister of the Republic of Kazakhstan -an electronic account using a risk management system approved by Order of the Minister of Finance of the Republic of Kazakhstan dated October 3, 2019 No. 1084 – carrying out activities within the framework of a pilot project to improve the administration of value added tax based on the information system of invoices, Resolution of the Board of the National Bank of the Republic of Kazakhstan dated April 21, 2020 No. 50 "on the maximum amount of cash withdrawal from bank accounts by legal entities during a calendar month and categories of legal entities that are not subject to the withdrawal requirement cash from bank accounts"preparation of information, formation of analytical reports "pyramid of buyers and suppliers", determination of an additional reserve of tax payments; Analysis of the risk profile provided by the structural divisions of the Department; timely and high-quality execution of letters and protocol instructions received from the State Committee of the Ministry of Finance of the Republic of Kazakhstan; performance of work based on the results of categorization of taxpayers depending on the level of risk. Conducting tax research of taxpayers with a high level of risk; identification, analysis and verification of institutions with a high level of risk. In case of establishing the fact of tax evasion, prepare a "scheme" describing the relationship of the taxpayer with counterparties, send it to the Department of Economic Investigations, monitor compliance with the provisions of the anti-corruption policy.

 **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.

 **2.** **Chief Specialist of the Department of Internal Investigations of the Department of Human Resources of the Department of State Revenue for 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 206734 to 245028 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 B) control over compliance with the restrictions established by the laws of the Republic of Kazakhstan "on Public Service" and "on Combating Corruption"; implementation of measures with state programs to combat corruption; implementation of measures to identify, prevent, suppress official offenses, conduct official inspections; monitoring of publications in the media about the facts of corruption manifestations and timely provision of information on measures taken in this regard; Participation in inspections of the state of work of departments, departments; control over compliance with the restrictions established by the laws of the Republic of Kazakhstan "on Civil Service" and "on Combating Corruption"; implementation of the law of the Republic of Kazakhstan "on combating corruption" and state anti-corruption guidelines and measures; coordination of services for the prevention and insurance of official offenses and crimes; performance of other tasks assigned to the Department.

 **3.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 206734 to 245028 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.

 **4. 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 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), 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.

 **5. Chief Specialist of the Department of VAT Administration within the EAEU 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 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), law (jurisprudence, international law, customs), social sciences (international relations, political science).

 Functional responsibilities: Ensure, within the limits of competence, compliance with the laws of the Republic of Kazakhstan and the Eurasian Economic Union; ensure the full receipt of value added tax in the budget; analysis and accounting of imported and exported goods; interaction with the EAEU member states, other state and authorized bodies for the administration of VAT on imports within the EAEU; Analysis of reports received from checkpoints; Control the timeliness and legality of confirmation of the facts of VAT payment or a reasoned refusal to import goods from the city and regional state revenue authorities; . Control submitted applications for the import of goods and payment of indirect taxes from the territory of the Member States of the Eurasian Economic Union to the territory of the Republic of Kazakhstan; Control and analysis of submitted applications for the import of goods and payment of indirect taxes using the exemption from paying value added tax and applying the payment of value added tax to the offset methods for importing goods into the territory of the Republic of Kazakhstan from the territory of the Member States of the Eurasian Economic Union; Control over the monitoring of goods and vehicles through electronic identifiers (navigation seals); Conduct tax administration within the EAEU within the limits of competence; To carry out, within the competence, work on the implementation of a pilot project on SNT in accordance with the order of the Minister of Finance of the Republic of Kazakhstan dated November 16, 2020 No. 1104 “On approval of the Rules and deadlines for the implementation of a pilot project for the preparation of accompanying invoices for goods and their document flow”; Use information from the IS ESF module "Export Control" in the analysis and queries; Prevent the facts of corruption offenses, counteract their manifestations.

**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:**

The following documents are submitted for participation in the general competition:

1) application in the form according to Appendix 2 to the Rules of competitions for the occupation of the administrative public position of the corps "B";

2) the track record of the candidate for the administrative state position of the corps "B" with a 3x4 color photo in accordance with Annex 3 to the Rules of competitions for the occupation of the administrative state position of the corps "B";

3) copies of educational documents and appendices to them, notarized;

Copies of educational documents received by citizens of the Republic of Kazakhstan in foreign educational institutions are accompanied by copies of certificates of recognition or nostrification of these educational documents issued by the authorized body in the field of education, with the exception of educational documents issued by foreign higher educational institutions, research centers and laboratories to citizens of the Republic of Kazakhstan - holders of the Bolashak international scholarship, as well as those subject to an international treaty (agreement) on mutual recognition and equivalence.

Copies of educational documents issued to the holders of the international scholarship "Bolashak" are accompanied by a copy of the certificate of completion of the international scholarship of the President of the Republic of Kazakhstan "Bolashak" issued by the joint stock company "Center for International Programs".

Copies of educational documents subject to an international agreement (agreement) on mutual recognition and equivalence are accompanied by copies of certificates of recognition of these educational documents issued by the authorized body in the field of education;

 4) a copy of the document confirming the work activity, notarized or certified by the personnel service from the place of work;

 5) medical certificate of health status (medical professional advisory opinion) in the form No. 086/u, according to the forms of primary medical documentation of healthcare organizations approved by the order of the Acting Minister of Health of the Republic of Kazakhstan dated November 23, 2010 No. 907 (registered in the Register of State Registration of Regulatory legal Acts No. 6697), issued not more than six months before the date of submission of documents (or a notarized copy);

 6) a copy of the identity document of a citizen of the Republic of Kazakhstan;

 7) a certificate from a psychoneurological organization in the form, according to the standard of the state service "Issuance of a certificate from a psychoneurological organization", approved by the order of the Minister of Health and Social Development of the Republic of Kazakhstan dated April 27, 2015 No. 272 (registered in the Register of State Registration of Regulatory legal Acts No. 11304), issued no more than one year before the day submission of documents (or a notarized copy)

 8) a certificate from a narcological organization in the form, according to the standard of the state service "Issuance of a certificate from a narcological organization", approved by the order of the Minister of Health and Social Development of the Republic of Kazakhstan dated April 27, 2015 No. 272 (registered in the Register of State Registration of Regulatory legal Acts No. 11304), issued no more than one year before the day submission of documents (or a notarized copy).

The Personnel Management Service (HR service) through the integrated information system "E-kyzmet" checks whether the candidate has:

 1) a certificate of passing a test for knowledge of the legislation with results not lower than the threshold values for the testing program for the category of the advertised position, valid at the time of submission of documents;

 2) conclusions on passing the assessment of personal qualities in the authorized body with results not lower than the threshold values, valid at the time of submission of documents for participation in the competition.

At the same time, the personnel management service (HR service) verifies copies of documents with the originals.

It is not required to provide a copy of a document confirming employment, if a citizen has not carried out work and if work experience is not required for a vacant position for which a competition has been announced.

Citizens can provide additional information concerning their education, work experience, professional level and reputation (copies of documents on advanced training, awarding academic degrees and titles, characteristics, recommendations, scientific publications, other information characterizing their professional activities, qualifications).

The documents must be submitted within 7 working days from the next working day after the last publication of the announcement of the general competition in the Department of State Revenue for the Atyrau region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan.

Persons who have expressed a desire to participate in the general competition submit documents to the state body that announced the competition, on purpose, by mail or electronically to e-mail addresses, 1501008@taxatyrau.mgd.kz g.kulova@kgd.gov.kz , specified in the announcement or through the e-government portal "E-gov" in the time of receipt of documents. When submitting documents in electronic form to the e-mail address of a state body or through the e-government portal "E-gov", their originals or notarized copies are submitted no later than one hour before the start of the interview. If they are not submitted, the person is not allowed by the competition commission to be interviewed. Candidates participating in the general competition and admitted to the interview, pass it in the Department of State Revenue of the Atyrau region, which announced the competition, within three working days from the date of notification of candidates about their admission to the interview.To ensure transparency and objectivity of the work of the competition commission, observers are invited to its meeting.Deputies of the Parliament of the Republic of Kazakhstan and maslikhats of all levels, representatives of 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 for civil service affairs may attend the meeting of the competition commission as observers.To attend the meeting of the competition commission as an observer, a person is registered with the Personnel Management Service (HR service) no later than one working day before the interview. For registration, a person provides the personnel management service (HR service) with a copy or an electronic copy of an identity document and copies or electronic copies of documents confirming membership in the organizations specified in paragraph 26 of these Rules.

 In agreement with the head, the presence of experts at the meeting of the competition commission is allowed.

The experts are persons who are not employees of the state body that announced the competition, who have experience in areas corresponding to the functional areas of the vacant position, including in the scientific field, as well as specialists in the selection and promotion of personnel, civil servants of other state bodies, deputies of the Parliament of the Republic of Kazakhstan and maslikhats.

 The participants of the competition and candidates may appeal the decision of the competition commission to the authorized body or its territorial subdivision, or in court.

 The costs of participation in the competition (travel to the place of the interview and back, rental of residential premises, accommodation, use of communication services of all kinds) are borne by citizens at their own expense.

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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