**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**](mailto:kulova@kgd.gov.kz)**,** [**tugaibaeva@taxatyrau.mgd.kz**](mailto: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 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.

**2. Chief Specialist of Remote Monitoring Department No. 1 Remote Monitoring Department of the Department of State Revenue for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan (temporarily, for the period of the main employee's stay for child care until 07.03.2023) , category C-O-5**

**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).

**Functional responsibilities:** (Block A)To 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 on 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 rating assessment the efficiency of the State Revenue Department 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 enterprise entity without actually performing works, rendering services, shipping goods, and their counterparties; Control over the 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.

**3. Chief Specialist of the Excise Tax Administration Department of the Administration of Indirect Taxes of State Revenues in Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-5, 1 - unit.**

**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).

**Functional responsibilities:** (Block A) performs the following functions: administration of excise taxes; analysis of the state of receipt of excise taxes to the budget; accounting and analysis of the taxable base of the volume of production and turnover of excise products; conducting tax thematic and time-lapse surveys; provision of public services; issuance, renewal of licenses for storage, sale and retail sale of alcoholic beverages; organization of work on issues related to concerning the preparation of documents for consideration of suspension, cancellation; conducting explanatory work on issues within the competence of the department; making proposals to increase tax revenues. Compliance with the procedure for declaring the volume of turnover and production of excisable products; compliance with the rules for issuing accompanying invoices for certain types of biofuels, petroleum products, ethyl alcohol and alcoholic beverages and tobacco products; compliance with the procedure for declaring the volume of turnover and production of excisable products; compliance with the rules for issuing invoices for excise additives located at enterprises; sellers of ethyl alcohol; accounting andcontrol marks;; control over the information provided by taxpayers related to the turnover and production of biofuels, petroleum products, necessary for analysis. Coordinates the work on the implementation of its activities with the SRC of the Ministry of Finance of the Republic of Kazakhstan, structural divisions of the Department, territorial departments of state revenue, authorized bodies, citizens, law enforcement agencies and other state bodies.

**4. To the chief specialist of the collection department of the Debt Management Department, category C-O-5, 1 unit.**

**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).

**Functional responsibilities:** (Block A) within the authority of the department to participate in the preparation and organization of materials and documents related to the department's meeting; to control the work with the state revenue departments subordinate to the department to ensure tax arrears, the fulfillment of non-fulfilled tax obligations on mandatory pension contributions and social contributions and measures of compulsory collection; Consideration and control of taxpayers' documents on changing the deadlines for the fulfillment of the tax obligation to pay taxes and (or) fees; making decisions on other issues related to their competence.

**5.Chief Specialist of the Goods Classification Department of the Tariff Regulation Department, category C-O-5, 1 unit.**

**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).

**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 management 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 of the Minister of Finance of the Republic of Kazakhstan dated February 16, 2018 No. 200.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. Acting Chairman of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan.a. 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 offset method 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 its task , it 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 the 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.

**6.** **Chief Specialist of the Department of Desk customs inspections of the Customs Control Department after the release of goods (for the period of parental leave of the temporary main employee until 08.05.2023), Category C-O-5, 1 unit.**

**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).

**Functional responsibilities:** (Block A) Ensures timely execution and in accordance with the established procedure of instructions received from the head of state and the Government of the Republic of Kazakhstan, the management of the Committee and the Department, considers applications and letters of complaint from citizens on issues falling within the competence of the Department, considers appeals of state bodies and other legal entities on issues falling within the competence of the Department, makes recommendations to the management of the Department on improving customs control after the release of goods, participants in foreign economic activity, Authorized Economic Operator, participates in on-site customs inspections against Customs representatives, initiates and conducts cases on administrative offenses, analyzes the results of inspections of foreign economic, financial, economic and other services conducted by the Department, forms a database on the results of the Department's activities, timely enters into the electronic system instructions, notifications, acts of customs inspection, maintains a list of instructions, notifications, acts of customs inspection, collects a database of calculated and collected customs payments and taxes on customs offenses in terms of participants in foreign economic activity, interacts with structural divisions of the Department and state bodies, participates in the development and implementation of the Department's work plan, is responsible for the formation and execution of reports, information on the work performed to the state Revenue Committee on a quarterly basis.

**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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