**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-B, phone numbers for inquiries 8(7122)31-84-20, e-mail:** **a.uagisaeva@kgd.gov.kz, g.** **kulova@kgd.gov.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 State Revenue Department for the Inder district 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-R-1, 1-unit.**

**The official salary, depending on the length of service, is from 319635 to 378563 tenge.**

 **Education requirements:** Higher or postgraduate education: Business and management (economics, Management, accounting and audit, finance, state and local management, marketing, world economy, State audit, customs), law (jurisprudence, international law)

 **Functional responsibilities:** (Block А) (Block A) Management of supervised departments and coordination of their work, organization, monitoring of the status of work performed, coordination of activities in accordance with the state Revenue Department and ensuring its referral to authorities and other institutions, coordination of interaction of state bodies, formation of the policy of the SRC of the Ministry of Finance of the Republic of Kazakhstan and implementation of this policy implementation of compliance with tax legislation and other regulatory-legal acts providing for the receipt of non-tax payments, development of legal opinions on disputed materials between state revenue bodies and taxpayers, coordination of work on personnel issues, knowledge of economic theories, theories of financial analysis, public administration, the main directions of the general economic and fiscal policy of the Republic of Kazakhstan. Comply with the Constitution of the Republic of Kazakhstan, laws and other regulatory legal acts of the Republic of Kazakhstan, restrictions established by the laws of the Republic of Kazakhstan, duties of a civil servant established by law, service ethics; to monitor compliance with official and labor discipline; to take measures to prevent corrupt actions of employees of the department, to eradicate corruption.

 **Requirements for the participants of the competition of category C-R-1:**

the presence of the following competencies: stress tolerance, initiative, responsibility, orientation to the consumer of services and his information, integrity, cooperation and interaction, activity management, decision-making, leadership, strategic thinking, change management;

 work experience must meet one of the following requirements:

 1) at least three years of work experience, including at least one year in positions of the next lower category provided for by the staffing table of the state body, or at least categories A-5, B-5, C-4, C-O-4, C-R-2, D-4, D-O-3, D-R-2, E-3, E-R-2, E-G-1;

2) at least three years of work experience, including at least one year in senior positions of law enforcement or special state bodies, or senior positions of military service;

 3) at least three years of work experience in the areas corresponding to the functional areas of a particular position of this category, if there is at least one year of work experience in managerial positions of organizations.

 Documents required for participation in the 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" (the form is attached);

2) a track record certified by the relevant personnel management service not earlier than thirty calendar days before the date of submission of documents.

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).

Submission of an incomplete package of documents or false information is the basis for refusal to consider them by the competition commission.

The documents must be submitted within 3 WORKING DAYS, which are calculated from the next working day after the last publication of the announcement of the internal competition. Documents are accepted at: index 060005, Atyrau city, 96B Azattyk Ave., phone for inquiries 8 (7122) 31-84-20

 Persons who have expressed a desire to participate in the internal competition submit documents to the state body that announced the competition in electronic form through the integrated information system "E-kyzmet" or the e-government portal "E-gov" or to the e-mail address specified in the announcement, within the deadline for receiving documents.

When submitting documents in electronic form to the e-mail address of a state body or through the e-government portal "E-gov", the originals 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.

The Competition Commission reviews the submitted documents for the candidates' compliance with the qualification requirements and decides on the admission of the participants to the interview within one working day after the deadline for accepting documents.

Candidates participating in the internal competition and admitted to the interview, pass it in the state bodies that announced the competition, within three working days from the date of notification of the 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 (hereinafter - the authorized body) may attend the meeting of the competition commission as observers. organ).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 the Rules of the competition for the occupation of the administrative public position of the corps "B".When conducting a competition for positions with a narrow specialization, experts are invited to a meeting of the competition commission. A narrow specialization is a specialization that less than 5% of employees of a state body possess.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.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 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.

With the requirement that a civil servant cannot hold

a public position that is directly subordinate

to the position held by his close relatives (parents (parent),

children, adoptive parents (adoptive parents), adopted (adopted),

full- and half-siblings, grandfathers, grandmothers,

grandchildren), spouse (spouse) and (or) relatives (full

- and half-siblings, parents and children of the spouse (spouse),

as well as have close relatives in direct subordination, spouse

(spouse) and (or) relatives are acquainted (acquainted).

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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