**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: 1501008@taxatyrau.mgd.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 Audit Department of the State Revenue Department of the state Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan for Atyrau region, Unit 1, category С-О-3**

The official salary, depending on the length of service, ranges from 319635 to 378563 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) manages and organizes the work of the department in the Department; makes recommendations to the head of the Department on stimulating and punishing management employees to improve Management activities; monitors the preparation and execution of Management documents; prepares and organizes information within the framework of the work of the Department at Department meetings; prepares quarterly, annual reports of the Department, makes proposals to State Committee of the Ministry of Finance of the Republic of Kazakhstan to submit a summary report; Carrying out sorting work; conducting desk control over the acts of inspections carried out by the Audit Department of the Department within the authority of the Audit Department and exercising control over territorial tax administrations within the authority of the audit Department.

**Requirements for participants of the competition category С-О-3:**

the presence of the following competencies: stress resistance, initiative, responsibility, focus on the consumer of services and informing him, integrity, cooperation and interaction, activity management, decision-making, leadership; Work experience must meet one of the following requirements:

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;

at least three years in the areas corresponding to the functional areas of a particular post in this category;

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;

termination of powers of the judge for negative reasons, with the exception of work experience as a judge for at least one year;

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;

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;

academic degree;

at least five years of work experience for persons enrolled in the Presidential Youth personnel Reserve.

**2. Chief Specialist of the Department of Large Taxpayers of the Department of State Revenue for Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, 1 unit.**

The official salary, depending on the length of service, ranges from 237596 to 281435 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), technical sciences and technologies (information systems, computers and software).

**Functional responsibilities:** (Block А) Organization of work on the implementation of tax audits in relation to large taxpayers and large business entities subject to monitoring. Conducting tax monitoring of large taxpayers and large business entities by analyzing the financial and economic activities of taxpayers in order to determine their real taxable base. Providing analytical information about large taxpayers and large business entities subject to monitoring. Improving the tax administration of large taxpayers and large business entities subject to monitoring. Development and submission to the committee of proposals for improving tax administration. Clarification of the legislation regarding the tax administration of large taxpayers and large business entities subject to monitoring. Conducting tax audits of large taxpayers and large business entities, taxpayers subject to monitoring for compliance with the tax legislation of the Republic of Kazakhstan; Ensuring the completeness of tax receipts, mandatory payments to the budget calculated based on the results of tax audits and monitoring, calculation, withholding and transfer of mandatory pension contributions and mandatory occupational pension contributions to the Unified Accumulative Pension Fund, calculation and payment of social contributions to the state Social Insurance Fund. Participation in the meeting of the commission to consider the written objection of large taxpayers and large business entities subject to monitoring to the act of preliminary tax audit; Preparation and submission of reports to the committee; interaction of large taxpayers and large business entities subject to monitoring with government agencies, including abroad, on tax administration issues. Interaction with structural divisions on issues within the competence of the Department. Provision of information to the state bodies of the Republic of Kazakhstan, including preliminary information, in compliance with the procedure and requirements of the legislation of the Republic of Kazakhstan for the protection of state, commercial, banking, tax and other secrets (secrets) protected by the legislation of the Republic of Kazakhstan, as well as other classified information, international treaties of the Republic of Kazakhstan, if such information is necessary for the specified bodies to perform their tasks and functions.

 **3. Chief Specialist of the Financial Department of the Organizational and Financial Management of the Department of State Revenue in Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, 1 unit.**

The official salary, depending on the length of service, ranges from 206734 to 245028 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 B) conducting synthetic and analytical accounting for Sub-accounts; accounting for cash and banking transactions and reporting on them; checking memorial orders; making timely and high-quality calculations on submitted primary allowances, premium documents, compiling statistical reports and preparing certificates of remuneration; tax reporting; drafting memorial orders and settlement of accounts with suppliers and contractors; preparation of applications for registration and orders for payment under concluded contracts; monitoring the timely execution of financial procedures for budget programs; conducting invoices for payment in the Treasury Department; accounting for the movement of assets, low-value and fast-wearing assets and other tangible assets; depreciation calculation and reporting; inventory, accounting of fixed assets; reporting on fixed assets; environmental protection (F-870.01) submission of the declaration; monthly issue and verification of settlement and payment statements (M/O No. 5 ) ; Carrying out other work assigned to the department ensures the maintenance of memorial orders No. 2. Timely submission of reports to statistical agencies and payment.

 **4. Chief Specialist of the Customs Value 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, (temporarily, for the period of the main employee's stay for child care until 10.06.2024), category C-O-5, 2 - units.**

The official salary, depending on the length of service, ranges from 237596 to 281435 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 А) Ensures timely execution of orders of the Head of State and the Government of the Republic of Kazakhstan, the head of the committee and the department in the prescribed manner. The Department considers appeals from state bodies and other legal entities on issues within its competence. The Ministry of Finance of the Republic of Kazakhstan submits a monthly report to the SCP in the approved form "Information on Disclosure of the Amount of Security for Payment of Customs Duties and Taxes". Collection and Processing of Information to Answer Questions of Foreign Economic Activity Participants. In accordance with Article 105 of the Customs Code of the Republic of Kazakhstan "On the obligation to pay customs duties, taxes, special, antidumping, countervailing duties" dated February 26, 2018 The obligation registration security (hereinafter - the obligation) in accordance with the order "On some issues of collection, as well as execution of the duties of a legal entity and (or) the authorized economic operator "in the field of customs" payment of customs duties, taxes is provided. The Ministry of Finance of the Republic of Kazakhstan submits a monthly report to the SCP in the approved form "Information on Disclosure of the Amount of Security for Payment of Customs Duties and Taxes". Collection and Processing of Information to Answer Questions of Foreign Economic Activity Participants. In accordance with Article 105 of the Customs Code of the Republic of Kazakhstan "On the obligation to pay customs duties, taxes, special, antidumping, countervailing duties" dated February 26, 2018 The obligation registration security (hereinafter - the obligation) in accordance with the order "On some issues of collection, as well as execution of the duties of a legal entity and (or) the authorized economic operator "in the field of customs" payment of customs duties, taxes is provided. Records the performance of obligations for payment of customs duties and taxes, as well as draws up information on the performance of obligations for payment of customs duties and taxes Automated system "Astana-1" registers in the fund and maintains in EXCEL format. "Rules of accounting for mandatory payments of customs duties, taxes in the state revenue authorities", approved by the Order of the Minister of Finance of the Republic of Kazakhstan from February 26, 2018 № 294, as well as the return of the amount of security for the payment of customs duties, taxes after the proper execution of the payer's obligations. Transfers the amount of security for payment of customs duties and taxes to the budget from the temporary placement account to the budget on the basis of letters from customs authorities, as well as upon payer's request for crediting money to accounts with banks of the payer. The Bank shall keep records on pledges, contracts of pledge, contracts of pledged property and insurance contracts. Receipts and refunds of money credited to the temporary placement account of the amount of security for fulfillment of obligations on payment of customs duties and taxes, and also data on the amount of security for fulfillment of obligations on payment of customs duties and taxes shall be kept in the Excel format. In the event of non-fulfillment by the payer of the obligation on payment of customs duties and taxes, the customs authority shall send to the insurance organization a claim on payment of the payable amounts of customs duties and taxes, penalties and interests upon expiration of the time limit for the obligation on payment of customs duties and taxes secured by the insurance contract. As part of his duties, he regularly interacts with the structural divisions of the ICD, performs other tasks assigned to him by the management of the ICD and the heads of the Department and the Office. SCP MF RK conducts correspondence on issues of customs legislation. Correspondence with law enforcement and other government agencies on customs legislation. In the proceedings on administrative offenses shall draw up a protocol on administrative offenses, as well as apply other procedural measures provided for by the legislation of the Republic of Kazakhstan on administrative offenses. Makes proposals to change customs legislation in order to improve customs control. Comply with all requirements for the protection, storage and non-disclosure of restricted official information obtained in the performance of official duties. Observes labor discipline and complies with the requirements of anti-corruption and the legislation of the Republic of Kazakhstan "On Public Service". Performs other duties assigned by the head of the department.

**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, 96Б 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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