**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-B, phone numbers for inquiries 8(7122)31-84-20, e-mail:** **1501008@taxatyrau.mgd.kz****, 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.** Head of the State Revenue Department for the city of Atyrau 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. **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) 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 state authorities and other institutions, coordination of actions of state bodies, policy formation of the SRC of the Ministry of Finance of the Republic of Kazakhstan and implementation of this policy, 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.

**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.

Candidates applying for positions of categories a-1, B-1, C-1, C-O-1, C-R-1, D-1, D-O-1, E-1, E-R-1 Write one essay on one topic from the list of topics determined by the Competition Commission in the state or Russian language with the participation of the secretary of the Competition Commission. The essay writing time should not exceed 45 minutes.

If necessary, an interview with candidates admitted to an interview with candidates participating in an internal competition can be conducted in the following ways: by means of remote video communication.

In order to ensure transparency and objectivity of the work of the Competition Commission, observers are invited to attend its meeting.

The meeting of the Competition Commission may be attended as observers by 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 referred to as the authorized body).

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 working day before the start of the interview. For registration, persons submit to the Personnel Management service (HR service) a copy or electronic copy of the identity document, copies or 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 Commission.

In a narrow circle, a specialty is a profession that is occupied by less than 5 percent of employees of a state body.

Persons who are not employees of the state body that announced the competition, who have experience in the fields, including in the field 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, may participate as experts in the functional areas of the vacant position.

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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