**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: a.uagisaeva@kgd.gov.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. 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.

 **2. 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.

 **3. 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, 1 - 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:**

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, a.uagisaeva@kgd.gov.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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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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