**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, 94-А, 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 Information Technology Department of the Department of State Revenue for Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, category C-O-5, 1 unit. ,**

The official salary, depending on the length of service, is from 206734 to 245028 tenge.

 **Education requirements:** Higher or postgraduate education: technical sciences and technologies (information systems, computer engineering and software).

 **Functional responsibilities:** (Block B) Ensures, in accordance with the established procedure and deadlines, the fulfillment of the instructions received for consideration by the Head of State and the Government of the Republic of Kazakhstan, the management of the Department and the SRC. Considers letters, applications and complaints of citizens on issues within the competence of the Department; Support of IS "SONO", IS "INIS RK", "IS Excise", "IS UKM", "IS TSULS", "IS EXD", Desk control on CPN and VAT, IS "TAIS-2", IS "IHD", Administration of the operating system of the ESEDO server; IP support and consulting in management; Support of the registration department; Carrying out organizational and technical measures for the functioning of e–mail; Ensures the functioning of the data transmission channel, active network equipment, telecommunications equipment; Support of new programs and software products; "Taxpayer's Office", "Declarant Terminal" technical support of programs; Administration of the module "IPGO - HR specialist"; "IS EKNA" administration of debts of previous years; Timely and high-quality execution of the instructions of the SRC Committee; Administration of customs document database servers in accordance with the requirements of the Rules for the Administration of Customs Document database servers, operation and monitoring of the state of servers under the jurisdiction of the Department, including those located at subordinate customs posts; Maintenance of server equipment of the Unified Electronic Document Management System (EDMS); Maintenance of system programs, in case of failure of technical devices; Joint work with the regional department, city and district administrations; At the request of users, we carry out the installation of client applications for the tax block, the installation of software products, new software, updates according to forecasts and events;  Conducting training sessions for personnel in order to increase the level of knowledge in the field of information technology of computer equipment (hereinafter referred to as equipment), completeness, condition, movement, accounting, certification of inspection; Keeping records of Equipment is under repair. Organization of maintenance carried out with employees, preventive maintenance, repairs, quality, timing of control, supervision; Anti-corruption monitoring and internal analysis.

 **2.** **Chief Specialist of the SAAB Department of the Audit Department of the State Revenue Department for the Atyrau region of the KND of the Ministry of Finance of the Republic of Kazakhstan, category С-О-5 1 unit.**

 **The official salary, depending on the length of service, is from 237596 to 281435 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, customs), law (jurisprudence, international law,).

 **Functional responsibilities:** (Block А) carry out on - camera control of tax audit reports; control of preliminary audit reports through the electronic Tax Audit Control Information System (hereinafter referred to AS IS SAE); participate in the high-quality and timely preparation of quarterly and annual reports of the collection according to form 2-N; ensure timely and high-quality execution of centralized tasks and tasks; timely ensure the frequency, competence and legality of consideration of taxpayers ' letters. Ensures the quality, accuracy and frequency of execution of centralized orders, orders and instructions of the management of the state enterprise of the Ministry of Finance of the Republic of Kazakhstan, the department; ensures the introduction of inspection reports, conclusions of inspection reports to the ISIS of the Saeb of the Republic of Kazakhstan and supervises the completion of the audit case to the end, that is, the completion of protocols and resolutions,; Preparation and participation in the preparation of materials for the appeal commission to consider complaints about the notification based on the results of the tax audit; In accordance with the Order of the Minister of Finance of the Republic of Kazakhstan "on submission of a preliminary act of tax audit to the taxpayer, submission of a written objection to the preliminary act of tax audit, approval of the rules and terms of consideration of such objections, as well as the categories of taxpayers in respect of which the norms on the preliminary act of tax audit apply",

 **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

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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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