**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 Б, 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 Risk Department of the Department of Analysis and Risks of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan category C-O-4, 1 unit.**

 **The official salary, depending on the length of service, ranges from 273155 to 323113 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), law (jurisprudence, international law, customs), social sciences (international relations, political science).

**Functional responsibilities:** (Block A) The First Deputy Prime Minister of the Republic of Kazakhstan -an electronic account using a risk management system approved by Order of the Minister of Finance of the Republic of Kazakhstan dated October 3, 2019 No. 1084 – carrying out activities within the framework of a pilot project to improve the administration of value added tax based on the information system of invoices, Resolution of the Board of the National Bank of the Republic of Kazakhstan dated April 21, 2020 No. 50 "on the maximum amount of cash withdrawal from bank accounts by legal entities during a calendar month and categories of legal entities that are not subject to the withdrawal requirement cash from bank accounts"preparation of information, formation of analytical reports "pyramid of buyers and suppliers", determination of an additional reserve of tax payments; Analysis of the risk profile provided by the structural divisions of the Department; timely and high-quality execution of letters and protocol instructions received from the State Committee of the Ministry of Finance of the Republic of Kazakhstan; performance of work based on the results of categorization of taxpayers depending on the level of risk. Conducting tax research of taxpayers with a high level of risk; identification, analysis and verification of institutions with a high level of risk. In case of establishing the fact of tax evasion, prepare a "scheme" describing the relationship of the taxpayer with counterparties, send it to the Department of Economic Investigations, monitor compliance with the provisions of the anti-corruption policy.

 **Requirements for participants of the competition in Category C-О-4:**

availability of the following competencies: stress resistance, initiative, responsibility, orientation to the consumer of services and its notification, honesty, cooperation and interaction, activity management, decision-making, leadership;

work experience must meet one of the following requirements::

1) at least one year of work experience in public positions;

2) at least two years in areas corresponding to the functional areas of a particular position of this category;

3) at least one year of service experience in the status of a deputy of the Parliament of the Republic of Kazakhstan or in the status of a deputy of the maslikhat of the region, city of Republican significance, capital district (city of regional significance) or in the status of an international employee, serving on a permanent basis;

4) at least six months of work experience as a judge, with the exception of judges who have terminated their powers for negative reasons;

5) at least two years of work experience in public positions, including at least one year in the positions of law enforcement or special state bodies or at the tactical level of the military administration bodies of the Armed Forces, in the positions of local military administration bodies or military educational institutions;

6) completion of postgraduate education programs in educational organizations under the president of the Republic of Kazakhstan or foreign higher educational institutions in priority specialties approved by the Republican commission;

7) academic degree;

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

9) work experience requirements for the position of Bailiff are not applied.

 2. **Chief Specialist of the Department of Internal Investigations of the Department of Human Resources of the Department of State Revenue for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan category C-O-5, 1 unit.**

The official salary, depending on the length of service, ranges from 206734 to 245028 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), law (jurisprudence, international law, customs), social sciences (international relations, political science).

 **Functional responsibilities:** (Block B) control over compliance with the restrictions established by the laws of the Republic of Kazakhstan "on Public Service" and "on Combating Corruption"; implementation of measures with state programs to combat corruption; implementation of measures to identify, prevent, suppress official offenses, conduct official inspections; monitoring of publications in the media about the facts of corruption manifestations and timely provision of information on measures taken in this regard; Participation in inspections of the state of work of departments, departments; control over compliance with the restrictions established by the laws of the Republic of Kazakhstan "on Civil Service" and "on Combating Corruption"; implementation of the law of the Republic of Kazakhstan "on combating corruption" and state anti-corruption guidelines and measures; coordination of services for the prevention and insurance of official offenses and crimes; performance of other tasks assigned to the Department.

 **3.Chief Specialist of the Legal Department of the State Revenue Department of the state Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan in Atyrau region, Category C-O-5, Unit 1**

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

 **Education requirements:** Higher or postgraduate education: Higher or postgraduate education: Law (jurisprudence, international law).

 **Functional responsibilities:** (Block В ) Execution within its competence of the orders of the head of the department, efficiently, in accordance with the established procedure and in a timely manner. To prepare qualitatively for court sessions on civil and administrative cases in the field of customs and taxation; to submit and complete complaints and applications to the INIS of the Republic of Kazakhstan on civil and administrative cases in the field of customs and taxation, in which they participated; to send timely to officials in accordance with the requirements of the Administrative Code of the Republic of Kazakhstan complaints of taxpayers on the decisions issued, considered management. Ensuring the receipt of the necessary information and materials in the course of work from the relevant departments.

 **4. Chief Specialist of the Audit Department of the Audit Department category C-O-5, 1-units**

 The official salary, depending on the length of service, ranges 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), law (jurisprudence, international law, customs), social sciences (international relations, political science).

 **Functional responsibilities:** (Blog A) Functional responsibilities: participation in the organization and preparation of materials for meetings held in the Department on issues within the competence of the Department, provision to the SRC of the Ministry of Finance of the Republic of Kazakhstan and other bodies of various information and information in accordance with current legislation and regulatory legal acts, consideration of appeals of individuals and legal entities in accordance with the legislation of the Republic of Kazakhstan, on proposals state institutions, law enforcement agencies, preparation of documents, carrying out inspections in territorial administrations in accordance with the Department's plan, making proposals for their improvement; Identifying and drawing up tax evasion schemes during tax audits. Drawing up a conclusion on criminal cases.

 **5. Chief Specialist of the Excise Tax Administration Department of the Administration of Indirect Taxes of State Revenues in Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-5, 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).

**Functional responsibilities:** (Block A) performs the following functions: administration of excise taxes; analysis of the state of receipt of excise taxes to the budget; accounting and analysis of the taxable base of the volume of production and turnover of excise products; conducting tax thematic and time-lapse surveys; provision of public services; issuance, renewal of licenses for storage, sale and retail sale of alcoholic beverages; organization of work on issues related to concerning the preparation of documents for consideration of suspension, cancellation; conducting explanatory work on issues within the competence of the department; making proposals to increase tax revenues. Compliance with the procedure for declaring the volume of turnover and production of excisable products; compliance with the rules for issuing accompanying invoices for certain types of biofuels, petroleum products, ethyl alcohol and alcoholic beverages and tobacco products; compliance with the procedure for declaring the volume of turnover and production of excisable products; compliance with the rules for issuing invoices for excise additives located at enterprises; sellers of ethyl alcohol; accounting andcontrol marks;; control over the information provided by taxpayers related to the turnover and production of biofuels, petroleum products, necessary for analysis. Coordinates the work on the implementation of its activities with the SRC of the Ministry of Finance of the Republic of Kazakhstan, structural divisions of the Department, territorial departments of state revenue, authorized bodies, citizens, law enforcement agencies and other state bodies.

 **6. Chief Specialist of the Rehabilitation and Bankruptcy Department of the Debt Management Department of the Department of State Revenue in Atyrau region of the SRC MO R (From the temporary period of parental leave of the main employee until 06/24/2025 ) Category C-O-5, 1 unit.**

 The official salary, depending on the length of service, ranges 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), law (jurisprudence, international law, customs), social sciences (international relations, political science).

 **Functional responsibilities:** In accordance with the court's decision on declaring bankrupt that has entered into force, sends requests to second-tier banks about the availability and numbers of bank accounts, balances and movement on these accounts and property belonging to registering authorities; prepares information on requests from the SRC of the Ministry of Finance of the Republic of Kazakhstan and sends responses to correspondence received from territorial administrations, other state bodies; , participates in court proceedings at the request of creditors, the prosecutor to support the rehabilitation procedure or recognition of bankruptcy as a representative of the authorized body.

 **7.** **Chief Specialist of the Department of Taxation of Non-Residents of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan (for the period of parental leave of the temporary main employee until 31.08.2024), Category C-O-5, 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).

 **Functional responsibilities:** (Block A) Ensuring compliance with and protection of the rights, freedoms and legitimate interests of citizens and legal entities, consideration of citizens' appeals in accordance with the procedure and deadlines established by law; implementation and control of work on the administration of special payments and taxes of subsoil users, administration of income of non-residents of the Republic of Kazakhstan; Implementation and control of control work on the correct application of the provisions of the international treaty established in accordance with with international agreements on taxes and other mandatory payments to the budget (Tax Code); provision of public services by approved state revenue bodies (refund of income tax paid from the budget, confirmation of residency of the Republic of Kazakhstan issued by structural divisions of the Ministry of Finance of the Republic of Kazakhstan and (or) apostille of official documents originating from their territorial divisions); Conducting a tax audit on the return of income tax from the budget based on the application of non-residents for tax refund on income received from sources in the Republic of Kazakhstan; conducting in-house control over tax reporting on special payments and taxes of subsoil users and taxes of non-residents in accordance with the register of chamber control procedures "Kyran".

 **8. Chief Specialist of the Department of On-site customs Inspections of the Customs Control Department after the release of Goods of the Department of State Revenue of the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-5, 1 unit.**

 The official salary, depending on the length of service, ranges 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), law (jurisprudence, international law, customs), social sciences (international relations, political science).

 **Functional responsibilities:** (Block A) ensures timely execution and in accordance with the established procedure of instructions received from the head of State and the Government of the Republic of Kazakhstan, the management of the Committee and the Department, considers applications and letters of complaint from citizens on issues falling within the competence of the Department, considers appeals from state bodies and other legal entities on issues falling within the competence of the department, submits recommendations to the management of the Department on improving customs control after the release of goods, , participates in field customs inspections in relation to customs representatives, initiates and conducts proceedings on administrative offenses, analyzes the results of inspections of foreign economic, financial, economic and other services carried out by the Department, forms a database on the results of the Department's activities, timely enters into the electronic system instructions, notifications, acts of customs inspection, maintains a list of instructions, notifications, acts of customs inspection, maintains a database of conditionally released goods, The FEA conducts timely control over the accounting of conditionally released goods submitted by the participants, conducts customs inspection of premises and territories, monitors the intended use of conditionally released goods, conducts customs control over goods and vehicles under customs control, interacts with structural divisions of the Department and state bodies, participates in the development and implementation of the Department's work plan.

 **9.** **Chief Specialist of the Department of VAT Administration within the EAEU of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-5, 1-unit.**

 The official salary, depending on the length of service, ranges 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), law (jurisprudence, international law, customs), social sciences (international relations, political science).

 **Functional responsibilities:** Ensure, within the limits of competence, compliance with the laws of the Republic of Kazakhstan and the Eurasian Economic Union; ensure the full receipt of value added tax in the budget; analysis and accounting of imported and exported goods; interaction with the EAEU member states, other state and authorized bodies for the administration of VAT on imports within the EAEU; Analysis of reports received from checkpoints; Control the timeliness and legality of confirmation of the facts of VAT payment or a reasoned refusal to import goods from the city and regional state revenue authorities; . Control submitted applications for the import of goods and payment of indirect taxes from the territory of the Member States of the Eurasian Economic Union to the territory of the Republic of Kazakhstan; Control and analysis of submitted applications for the import of goods and payment of indirect taxes using the exemption from paying value added tax and applying the payment of value added tax to the offset methods for importing goods into the territory of the Republic of Kazakhstan from the territory of the Member States of the Eurasian Economic Union; Control over the monitoring of goods and vehicles through electronic identifiers (navigation seals); Conduct tax administration within the EAEU within the limits of competence; To carry out, within the competence, work on the implementation of a pilot project on SNT in accordance with the order of the Minister of Finance of the Republic of Kazakhstan dated November 16, 2020 No. 1104 “On approval of the Rules and deadlines for the implementation of a pilot project for the preparation of accompanying invoices for goods and their document flow”; Use information from the IS ESF module "Export Control" in the analysis and queries; Prevent the facts of corruption offenses, counteract their manifestations.

**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, 96 Б 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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