**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-a, phone numbers for inquiries 8(7122)31-84-20, e-mail:** [**1501008@taxatyrau.mgd.kz**](mailto:1501008@taxatyrau.mgd.kz)**, g.** [**kulova@kgd.gov.kz**](mailto:kulova@kgd.gov.kz)**,** [**tugaibaeva@taxatyrau.mgd.kz**](mailto: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 Department of Large Taxpayers of the State Revenue Department for Atyrau Region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan, category С-О-3

**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 А) Organization of thematic control over the correct calculation, full collection, timely transfer of non-production payments by authorized bodies in accordance with the orders of the state Revenue Department of Atyrau and districts for the full collection of arrears of individuals on vehicles, land and property taxes to the budget in accordance with the decisions of the judicial authorities, identification of the reasons for the formation of overpayments,, control over the full receipt of information on payments and fees to the regional state revenue departments, sending them to the budget; conducting in-House control over non-production payments according to the approved list of procedures of In-House control; control over the full calculation of taxes on land, property, vehicles, collection of arrears of individuals, control over the correct submission of declarations of civil servants, their spouses form 250.00, conducting appropriate tax audits; Conducting preparatory measures and explanatory work within the framework of the implementation of the Universal Declaration of individuals.

**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 Revenues of the Atyrau region KGD MF RK, category С-О-5, 3 - unit.

**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 Legal Department of the Department of State Revenue in Atyrau region of the KND of the Ministry of Finance of the Republic of Kazakhstan , category C-O-5, 1-units

**Education requirements:**

**Functional responsibilities:** (Block В) Execution, within its competence, of the orders of the head of the department, qualitatively, 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 promptly send 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 Organizational Department of the Organizational and Financial Department 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-O-5, 1 - unit.

**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 С) Conducting work on registration of incoming and outgoing correspondence; organization of timely delivery of documents to the archive; organization of timely acceptance, registration and preparation of documents received by the Department for consideration by the management and sends them to the appropriate addressees; control over the procedure for passing, processing and execution of documents, registration and control of applications received in the E-application information system in accordance with the Administrative Procedure Code of the Republic of Kazakhstan (No. 350-VI of 06/29/2020);

**5.** Chief Specialist of Remote Monitoring Department No. 1 Remote Monitoring Department of the Department of State Revenue for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-5

**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)To ensure compliance with and protection of the legitimate rights, freedoms and legitimate interests of citizens; Timely consideration of appeals and applications of legal entities and individuals; administration of resident legal entities on CPN, coordination of work on testing the launches of automated and manual desk control (CPN, VAT, Public Procurement); Monitoring to ensure 100% performance of indicators and indicators of rating assessment the efficiency of the State Revenue Department by indicators quarterly 9.2,9.3,9.4,9.5,9.6; Conducting in-house control of tax reports according to the register of in-house control procedures "Kyran" related to the competence of the Department; Monitoring and implementation of measures in accordance with the Procedure for state revenue bodies to carry out measures based on the results of in-house control in the information system "EXD" related to the competence of the Department; Control and implementation of measures on the organization of actions of state revenue bodies in relation to taxpayers whose registration (re-registration) has been invalidated by the court, and (or) transaction (operation), action (actions) on the statement of an invoice and (or) other document which has been recognized (recognized) by a judicial act that has entered into legal force committed (committed) by a private enterprise entity without actually performing works, rendering services, shipping goods, and their counterparties; Control over the timely and full fulfillment of tax obligations by legal entities-residents of the Republic of Kazakhstan; The procedure for state revenue agencies to analyze the list of subcontractors in the treasury support of public procurement for construction for the presence of risks; Control and coordination of the work of territorial departments of state revenue on the administration of legal entities and large taxpayers, corporate income tax; Advance payments on CPN (AP before delivery and AP after delivery of CPN); Working out of overpayment for CPN; Working out of unprofitable enterprises; Carrying out measures in accordance with the Procedure for interaction of operational-investigative and other departments of state revenue bodies for the prevention, detection, suppression of criminal and administrative offenses falling within the competence of state revenue bodies.

**6.** Chief Specialist of the Department of Explanatory Work and Contact Center Department of Public Services of the Contact Center of the Department of State Revenue in Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-5, 1 - unit.

**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:** Provision of timely jn behalf of the CTD MF RK providing timely responses to taxpayers requests for issues within the competence of the Departament. Providing practical training methodological assistance to the regional bodies of the Departament practical within the competence of the Departament. Providing clarification tax and customs legislation of the Republic Kazakhstan comply with the rules and standards for the provision of public service placement of publications on Internet resources of the State Revenue Committee of the Ministry of Finance of the Republic Kazakhstan as well and social networks. Organization of events. Seminars. According to the explanation of tax and customs legislation organization of work with the media and with various information campaign performance of other functions stipulated by the legislation of the Republic Kazakhstan. Providing taxpayers via telephone lines and Contact-Center carried out explanatory work on the name of the tax legislation.

**7.** 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 15.01.2023), category C-O-5, 1 - units.

**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:**

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, 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.

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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