**For holding vacant administrative public positions of Building "B" civil servants of this**

 **state body announcement of the internal competition**

**Department of state revenue for Atyrau City of the 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 (7122) 30-90-92, e-mail: e.kagazalieva@kgd.gov.kz announces an internal competition among civil servants of this state body for vacant administrative public positions in Building "B":**

**1. Chief specialist of the Department of Administration of individual entrepreneurs category C-R-4, 1-unit (temporarily, for the period of stay of the main employee for child care until 09/24/2024)**

**Official salary depending on the length of service from 186,632 to 229,492 tenge.**

**Functional responsibilities: Block (A)** Ensuring the fulfillment by taxpayers of tax obligations to fulfill the revenue part of the budget in the interests of the state, timely control over the postulation of taxes to the budget, suspension of expenditure operations of approved taxpayers who have not fulfilled tax obligations, conduct and monitor the analysis of the activities of fixed taxpayers in accordance with tax legislation, to carry out desk control on applications for liquidation from individual entrepreneurs applying tax regimes simplified declaration and patent, to monitor compliance with tax legislation of taxpayers who are registered, preparation of notifications to taxpayers who have not fulfilled tax obligations, to identify violations based on the results of desk control and timely issue notifications on failure to submit tax reports of taxpayers, timely respond to requests from government and authorized bodies, timely completion of protocols on an administrative offense and their entry into the ABD program, taking control of the paperwork in the department, control the receipt of information on the application of taxpayers for liquidation and provide the taxpayer with the result of desk control, in case of an error, prepare notifications based on the results of desk control, check the list of inactive taxpayers, carry out work to improve the rating indicators in the work of bodies state revenue.

**Educational requirements for the participants of the competition:** Postgraduate or higher, post-secondary or technical and vocational education is allowed if there is at least one year of work experience in public positions or at least two years of work experience in areas corresponding to the functional areas of a particular position of this category. Business and Management (economics, management, accounting and audit, finance, state and local management, marketing, world economy, state audit); law (jurisprudence, international law, customs); social sciences (international relations, political science), technical sciences and technologies (information systems, computer engineering and software, information security systems).

Work experience in the presence of postgraduate or higher education is not required.

**Documents required for participation in the 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" (the form is attached);

2) a track record certified by the relevant personnel management service not earlier than thirty calendar days before the date of submission of documents.

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).

Submission of an incomplete package of documents or false information is the basis for refusal to consider them by the competition commission.

The documents must be submitted within 3 WORKING DAYS, which are calculated from the next working day after the last publication of the announcement of the internal competition. Documents are accepted at: index 060005, Atyrau city, 94-a Azattyk Ave., phone for inquiries 8 (7122) 30-90-92

Persons who have expressed a desire to participate in the internal competition submit documents to the state body that announced the competition in electronic form through the integrated information system "E-kyzmet" or the e-government portal "E-gov" or to the e-mail address specified in the announcement, within the deadline for receiving documents.

When submitting documents in electronic form to the e-mail address of the state body, their originals are provided 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.

The Competition Commission reviews the submitted documents for the candidates' compliance with the qualification requirements and decides on the admission of the participants to the interview within one working day after the deadline for accepting documents.

Candidates participating in the internal competition and admitted to the interview, pass it in the state bodies that announced the competition, within three working days from the date of notification of the 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 (hereinafter - the authorized body) 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 the Rules of the competition for the occupation of an administrative public position of the corps "B".

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.

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.