**Announcement of a general competition for a vacant administrative**

**civil service position in corps "B"**

**Department of state revenue for the city of Atyrau 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 8(7122)30-90-92, e-mail:** [**ekagazalieva@kgd.gov.kz**](mailto:ekagazalieva@kgd.gov.kz)**, , Announces an internal competition among civil servants of the Department of State Revenue for the city of Atyrau or holding an administrative public position of Building «B»:**

**1. Chief Specialist of the Analysis and Accounting Department category C-R-4, 1-unit**

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

**Functional responsibilities: Block (A)** To ensure the observance and protection of the rights, freedoms and legitimate interests of citizens and legal entities, to consider citizens' appeals in the manner and within the time limits established by law, to keep records and refund excessively (erroneously) paid amounts of taxes on customs payments and taxes, penalties, to make a register according to the register submitted by customs posts, to enter, at the request of the taxpayer, into one account page of the register. reconciliation of reports on taxes and payments to the budget, social payments during the working day; issuance and receipt of personal accounts when changing the place of residence and activities of taxpayers, as well as during the reorganization of a legal entity, sending out a register for calculating (reducing) the amounts of taxes and other payments to the budget, social payments received from the administration departments of officials exercising control over tax reporting; work with unspecified payments, rating performance indicators in high quality.

**Educational requirements for the participants of the competition:** Higher education, 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).

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

**availability of the following competencies:** stress tolerance, initiative, responsibility, orientation to the consumer of services and his information, integrity, self-development, efficiency, cooperation and interaction, management of activities.

**2. Chief Specialist of the HR and Organizational Work Department, category C-R-4 , 1-unit.**

**The official salary, depending on the length of service, is from 161,809 to 199,226 tenge.**

**Functional responsibilities: Block (C)** Reception of documents received by the department, formation and submission of documents to the Department of the National Security Committee for the Atyrau region for conducting a special mandatory audit of employees hired, keeping a log of personnel and production stocks, monitoring compliance with restrictions on employees, ensuring timely submission of income and property declarations management employees, formation and submission of reports on the number and composition of personnel, the results of the competition, violation of labor discipline, keeping minutes of production meetings on the facts of improper performance of official duties, ensuring the taking of the oath by administrative civil servants of the Republic of Kazakhstan by newly hired administrative civil servants.

**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 auditing, finance, state and local administration, 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.

availability of the following competencies: stress tolerance, initiative, responsibility, orientation to the consumer of services and his information, integrity, self-development, efficiency, cooperation and interaction, management of activities.

**3. Leading specialist of the Department of Administration of Legal Entities, category C-R-5, 1-unit**

**The official salary, depending on the length of service, is from 161,809 to 199,226 tenge.**

**Functional responsibilities: Block (A)** Control over compliance with tax legislation by taxpayers registered in the department, bringing changes in tax legislation to taxpayers through the mass media, providing explanations, oral consultations of legal entities, submitting notifications to taxpayers in due time based on the results of in-house control over tax reports compiled in accordance with tax legislation, issuance of notifications to taxpayers on the fulfillment of a tax obligation, termination of expenditure transactions of legal entities in banks in case of non-fulfillment, accounting and the basis of taxation of taxpayers, monitoring compliance with tax legislation by non-resident taxpayers who are registered, analyzing the occurrence of factors affecting the reduction of the taxable fund due to the activities of taxpayers, and taking operational measures on them by the tax administration, issuing and sending notifications of elimination violations identified by the results of desk control, preparation and sending of notifications, posting of mailing statuses, acceptance and analysis of explanations from the taxpayer in case of disagreement with the results of the violations identified, reconciliation of information received from various sources on the taxpayer's activities, working out the results of automated desk control, daily display in the IS of the State Security Service, high-quality compilation and submission of the quarterly report 2-n. Carrying out work to improve the quality of the indicators of the ratings of the assessment of state revenues.

**Educational requirements for the participants of the competition:** Higher or post-secondary or technical and vocational 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), technical sciences and technologies (information systems, computer technology and software ensuring the information security system).

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

**availability of the following competencies:** stress tolerance, initiative, responsibility, orientation to the consumer of services and his information, integrity, self-development, efficiency, cooperation and interaction, management of activities.

**4. Leading specialist of the Department of Administration of individual entrepreneurs, category C-R-5, 2-unit**

**The official salary, depending on the length of service, is from 161,809 to 199,226 tenge.**

**Functional responsibilities: Block (A)** Representation in the interests of the state of issues of control over the obligations of taxpayers to pay taxes to the budget, directing all work to ensure the revenue side of the budget, analyzing the activities of approved taxpayers, monitoring the procedure for the execution of tax legislation, ensuring timely, competent (competent) and lawful consideration of appeals and complaints of taxpayers, timely conduct and control over the timely management of the amounts of taxes contained in the submitted declarations. implementation of desk control over payment, ensuring timely, high-quality completion of protocols on administrative offenses. Submission of notifications to taxpayers in due time based on the results of control over tax reporting established by Tax legislation, explanation of changes in tax legislation to taxpayers, timely completion of protocols on administrative offenses and timely payment of fines to the SAEB IS, prevention and detection of violations of tax legality, ensuring compliance of public services provided with approved standards and regulations, ensuring safety After receipt of all information on the tax application, submitted by the taxpayer for liquidation, control over the timely summing up of the results of in-house control and delivery to the taxpayer, the formation of notifications in case of errors following the results of in-house control, verification during in-house control of the taxpayer who submitted an application for liquidation from the list of inactive taxpayers. Carrying out work to improve the quality of the indicators of the ratings of the assessment of state revenues.

**Educational requirements for the participants of the competition:** Higher or post-secondary or technical and vocational 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), technical sciences and technologies (information systems, computer technology and software ensuring the information security system).

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

**availability of the following competencies:** stress tolerance, initiative, responsibility, orientation to the consumer of services and his information, integrity, self-development, efficiency, cooperation and interaction, management of activities.

**5. Leading specialist of the Department of identification of unregistered, category C-R-5, 1-unit**

**The official salary, depending on the length of service, is from 161,809 to 199,226 tenge.**

**Functional responsibilities: Block (A)** Conducting raid inspections in order to supervise the licensing of retail outlets and wholesale outlets, identifying unregistered business entities, monitoring compliance with cash register discipline, timely accounting of taxpayers and taxable objects, conducting time-lapse surveys, monitoring the timely registration of unregistered entrepreneurs, processing protocols on administrative offenses in SAEB, ESIP programs, accounting for the payment of fines. Ensuring timely preparation of the tax inspection report on confirmation of the taxpayer's location (absence) and timely inclusion of the tax inspection report in the ECNA IP program, execution of orders from higher authorities and management within the prescribed time, conducting extraordinary inspections of taxpayers who have not been registered as VAT payers, when executing requests received to confirm the amount of VAT maintenance. Carrying out work to improve the quality of the indicators of the ratings of the assessment of state revenues.

**Educational requirements for the participants of the competition:** Higher or post-secondary or technical and vocational 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), technical sciences and technologies (information systems, computer technology and software ensuring the information security system).

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

**availability of the following competencies:** stress tolerance, initiative, responsibility, orientation to the consumer of services and his information, integrity, self-development, efficiency, cooperation and interaction, management of activities.

**Documents required for participation in the competition:**

To participate in the general competition, the following documents are submitted:

1) an application in the form in accordance with Appendix 2 to the Rules for Conducting Competitions for the occupation of an administrative civil service position of corps "B";

2) the track record of a candidate for the administrative state service of corps "B" with a color photograph of 3x4 in the form in accordance with Appendix 3 to the Rules for Conducting Competitions for the occupation of an administrative civil service position of corps "B";

3) copies of documents on education and applications thereto, certified by a notary;

Copies of education 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 education documents issued by the authorized body in the field of education, with the exception of education documents issued by foreign higher educational institutions, research centers and laboratories citizens of the Republic of Kazakhstan - holders of the international scholarship "Bolashak", as well as those falling under the international treaty (agreement) on mutual recognition and equivalence.

Copies of educational documents issued to holders of the international scholarship "Bolashak" are accompanied by a copy of the certificate of completion of training under the international scholarship of the President of the Republic of Kazakhstan "Bolashak" issued by the joint-stock company "Center for International Programs".

Copies of documents on education that are subject to an international treaty (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 a document confirming labor activity, certified by a notary or certified by the personnel department from the place of work;

5) medical certificate of health status (medical professional advisory opinion) in the form No. 086 / y, according to the forms of primary medical documentation of health care organizations, approved by order of the acting The Minister of Health of the Republic of Kazakhstan dated November 23, 2010 No. 907 (registered in the Register of State Registration of Normative Legal Acts No. 6697), issued no more than six months before the date of submission of documents (or a notarized copy);

6) a copy of an identity document of a citizen of the Republic of Kazakhstan;

7) a certificate from a neuropsychiatric organization in the form, according to the standard of the state service "Issuance of a certificate from a neuropsychiatric organization" approved by 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 Normative Legal Acts under No. 11304) issued no more than one year before the date of submission of documents (or a notarized copy)

8) a certificate from a narcological organization in the form, in accordance with the standard of the state service "Issuance of a certificate from a narcological organization", approved by 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 Normative Legal Acts No. 11304) , issued no more than one year before the date of submission of documents (or a notarized copy).

The personnel management service (personnel service) through the integrated information system "E-Kyzmet" checks the availability of the candidate:

1) a certificate of passing testing for knowledge of legislation with results not lower than the threshold values for the testing program for the category of the declared position, valid at the time of submission of documents;

2) conclusions on passing the assessment of personal qualities in an 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 (personnel service) verifies the copies of documents with the originals.

It is not required to provide a copy of a document confirming labor activity if the citizen did not carry out labor activities and if work experience is not required for the vacant position for which the competition has been announced.

Citizens can provide additional information regarding 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 Revenues in 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 an emergency basis, by mail or in electronic form to the e-mail addresses A.Amirova@kgd.gov.kz, g.kulova@kgd.gov.kz , tugaibaeva@taxatyrau.mgd.kz specified in the announcement or through the electronic government portal "E-gov" within the deadline for receiving documents.

When submitting documents in electronic form to the e-mail address of a state body or through the electronic 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 pass the interview.

Candidates participating in the general competition and admitted to the interview pass it at the Department of State Revenue in the Atyrau region, who announced the competition, within three working days from the date of notification of the candidates about their admission to the interview.

To ensure the transparency and objectivity of the work of the competition committee, observers are invited to its meeting.

Deputies of the Parliament of the Republic of Kazakhstan and maslikhats of all levels, representatives of the media accredited in the manner prescribed by the legislation of the Republic of Kazakhstan, other state bodies, public associations (non-governmental organizations), commercial organizations and political parties, employees authorized body for civil service affairs.

To attend a meeting of the competition committee as an observer, a person is registered with the personnel management service (personnel service) no later than one business day before the start of the interview. For registration, a person submits to the personnel management service (HR department) a copy or an electronic copy of an identity document and copies or electronic copies of documents confirming belonging to the organizations specified in paragraph 26 of these Rules.

By agreement with the head, the presence of experts at the meeting of the competition committee 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 Parliament of the Republic of Kazakhstan and maslikhats.

Participants of the competition and candidates can appeal the decision of the competition commission to the authorized body or its territorial division, or in court.

The costs of participating in the competition (travel to and from the interview site, renting accommodation, accommodation, using all types of communication services) are paid by citizens at their own expense.