**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, Zhalantos batyr 2 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 for work with taxpayers category C-R-4, 1 unit, (for the period of stay of the main employee for child care until 18.10.2025)**

**Official salary depending on the length of service from 206 734 to 245 028 tenge.**

**Functional responsibilities: (Block A)** Show responsibility for the performance of the tasks assigned to it. Timely processing and delivery of the received information to the central server. Transfer of documents to the archive in accordance with the procedure established by the Tax Code of the Republic of Kazakhstan. Reception and processing of tax reports and declarations, transfer to the archive in accordance with the established procedure. Organize the work of the department and perform other duties related to the activities of the department. Submission of notifications to individuals indicating the amount of tax on property, land, property assets. Sending tax applications received from taxpayers for processing in accordance with the established procedure, transferring documents to the archive. Timely execution of received orders from higher authorities. Control over the timely submission of a report on the quality of public services and a 2H report. Carrying out work to improve the quality of indicators of the evaluation rating of state revenue services.

**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).

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 Department of Administration of indirect taxes category C-R-4, 2-units, (of which temporarily 1-unit, for the period of stay of the main employee for child care until 17.05.2025)**

**The official salary, depending on the length of service, is from 206 734 to 245 028 tenge.**

**Functional responsibilities: Вlok (А)** Advising taxpayers on the administration of value-added tax on imports and exports under the agreement; monitor the full receipt of value-added taxes on imports to the budget, interact with other departments of the State Revenue Department and provide information on requests regarding taxation issues; consideration of applications received by the department, appeals from individuals and legal entities on the administration of indirect taxes, conduct an analysis of international practice on the administration of indirect taxes, conduct scheduled tax audits and conduct joint raid inspections with law enforcement agencies, conduct inspections of gambling business entities, wholesale and retail sellers of petroleum products, storage of excise goods, conduct raid inspections in retail outlets for compliance with licensing rules, on issues of state regulation of production and turnover of certain types of excise goods; to take control of the timely desk inspection of reports and declarations; to monitor the receipt of value-added taxes in the budget; to hand over notifications based on the results of a tax audit, timely execution of requests received from other territorial state revenue bodies to confirm the amount of VAT, conducting thematic inspections submitted for refund at a zero rate, as a result, prepare VAT orders, timely execute requests from other tax authorities to confirm VAT, analyze the overpayment of the amount of VAT, sending requests to territorial bodies of state revenue to confirm the amount of VAT, carrying out work to improve the rating indicators for the work of state revenues.

**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 control (economics, management, accounting and auditing, 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 hardware 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. 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 206 734 to 245 028 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:** 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).

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. Chief Specialist of the non-production payments department, category C-R-4, 2-unit ( temporarily for the period of the main childcare worker until 30.10.2025, 01.10.2025)**

**The official salary, depending on the length of service, is from 206 734 to 245 028 tenge.**

**Functional responsibilities: (А blok)** Correctly calculate and provide benefits local taxes, ensure the completeness and timeliness of tax receipts, as well as respond to letters and applications from taxpayers in a timely manner, analyze the forecast for receipt of non-productive payments and make adjustments to the fixed forecast, control the provision of information by authorized state bodies, by decision of the regional akim, to expand the taxable base and timely provide information on the work performed, keep records of real estate in a timely manner, control the tax accounting of citizens’ houses, according to the information received from the authorized body for movable and immovable property, replenish the IS ANP database, calculate taxes, organize the delivery of notifications and under the TsULS, INIS program, conduct an inventory of the taxpayer’s personal accounts, receive, register and prepare income tax returns (in form 230.00) of civil servants. Identify civil servants who have not submitted income tax declarations (on form 230.00), submit requests to the authorized bodies in the city of Atyrau to verify the completeness of tax reports submitted by civil servants, conduct checks on the completeness and correctness of the information specified in income tax declarations – civil servants, candidates for public under the law “On Combating Corruption”, send a letter with a list of those dismissed of negative reasons to the Committee on Legal Statistics and Special Accounting of the Republic of Kazakhstan, work to improve the rating indicators for assessing the quality of public services.

**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 control (economics, management, accounting and auditing, 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 hardware 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.

**5. 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 178 679 to 211 925 tenge.**

**Functional responsibilities: (B blok)**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, logging on personnel and production stocks, monitoring compliance with restrictions on employees, ensuring timely submission of income and property declarations of 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 held on the facts of improper performance of official duties, ensuring the taking of the oath of office 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 control (economics, management, accounting and auditing, 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 hardware 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.

**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, Zhalantos batyr 2., 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.