**Announcement of a general competition for the vacant and temporarily vacant administrative public position of the corps "B" (which is not grassroots and grassroots) of the State Revenue Department for the city of Atyrau of the Department of State Revenue for the Atyrau region**

**The Department of State Revenue for the city of Atyrau of the Department of State Revenue for the Atyrau region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan, index 060005, Atyrau city, Zhalantos batyr 2, telephone for inquiries (7122) 30-90-92, email address:, ekagazalieva@kgd.gov.kz Announces a general competition for the occupation of administrative public positions of corps "B"**

**1. Chief Specialist of the Department of Administration of individual entrepreneurs category C-R-4, 1-unit**

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

**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 Analysis and Accounting Department category C-R-4, 1-unit**

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

**Functional responsibilities: Block (A)** To ensure compliance with 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.

**3. Leading specialist of the department of non-production payments, category C-R-5, (1 unit for the period of stay of the main child care workers until 12.12.2025).**

**Official salary depending on the length of service from 178,679 to 211,925 tenge.**

**Functional responsibilities: Block (A)** The correctness of the calculation and accrual of local taxes, on the presentation of benefits, ensuring the receipt of tax on time, ensuring timely consideration and quality execution of letters, applications, complaints from taxpayers, submission and modification of information on the execution of forecasts for non-production payments, making changes to the approved receipt forecast, according to the resolutions Akim to carry out work on expanding the tax base and ensure the completeness of accounting, provide information on them, to ensure control over real estate, to carry out control over the tax accounting for real estate of citizens, to provide and provide notifications on time for property tax, land and transport tax, to make correctly and on time administrative penalties in the ABD program, to make a declaration form 240.00 in the SONO program, to carry out work to improve the rating indicators for the work of state revenues.

**Educational requirements for the participants of the competition:** Postgraduate or higher or post-secondary or technical and vocational education: 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 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 legal department, category C-R-5, 1-unit, temporarily, for the period of stay of the main child care worker until 05/28/2025.**

**The official salary, depending on the length of service, ranges from 153,324 to 181,537 tenge.**

**Functional responsibilities: Block (C)** Summarizes the results of the consideration of complaints, lawsuits in court cases concerning the activities of the department, sends to the judicial authority for compulsory production a list of unpaid voluntary administrative fines under the articles of the Administrative Code of the Republic of Kazakhstan, draws up a report of decisions on administrative offenses to the protocols drawn up, considers judicial acts on decisions aimed at compulsory production conducting a comparative check with the executive department, studying complaints and letters received in the production, preparation of appropriate responses to them, provision of work on the collection of vehicle tax, property tax from individuals through the judicial authorities. 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).

Work experience 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.