**Announcement of a general competition for a vacant and temporarily vacant administrative public position of corps "B" of the State Revenue Administration for Makhambet district of the State Revenue Department for Atyrau region**

**Department of State Revenues for the Makhambet district of the Department of State Revenues for the Atyrau region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan, index 060700, Atyrau region, Makhambet district, Makhambet village, Abay street, 13 phone for information (71236) 2-16 -25, e-mail address: R.Myrzagaliev@kgd.gov.kz announces a general competition for administrative public positions of corps "B"**

 **Chief Specialist of the Department for Work with Taxpayers and Control of the Department of State Revenues for the Makhambet District of the Department of State Revenues for the Atyrau Region (temporary position of the main employee who is on parental leave until November 1, 2022)**

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

**Functional responsibilities**: Show responsibility in the performance of tasks assigned to him. Performing work on offsetting, refunding amounts of erroneously or excessively paid taxes, other obligatory payments, fees and penalties,
customs payments in the manner and within the time limits established by tax legislation, the rules for maintaining a personal account;
Apply methods to ensure the fulfillment of tax obligations that have not been fulfilled on time (tax debt, mandatory pension contributions and social contributions) and measures for the enforcement of tax debts for legal entities and individuals in accordance with the Tax Code; carry out control,
conduct an inventory; conduct thematic and chronometric surveys on certain issues of the tax code; Conducting an inventory and sending notifications for the timely payment by individuals of taxes on property, land, vehicles in full. Providing taxpayers (tax agents) with information on applicable taxes and other obligatory payments to the budget, on changes in the tax legislation of the Republic of Kazakhstan, organizing work to clarify the procedure for filling out tax forms, monitoring the execution, accounting and timely confirmation of accompanying invoices for certain types of alcoholic products and oil products;Control over the processing of data of authorized bodies;Clarification of obligations for the inventory of documents of a legal entity, acceptance of all tax reports to be submitted by taxpayers and control over the timely
submission of tax reports, conducting in-house control over the information contained in the submitted tax reports.Control over the acceptance and processing of documents for the Customs Union;Monitoring the timely sending of the 2H report.Desk control over the timely submission and acceptance of tax reporting, the formulation and processing of notifications,the adoption of administrative measures regarding the submission of declarations on income and property by individual entrepreneurs applying a special tax regime and
applying the tax regime in the generally established manner, as well as civil servants and candidates;carrying out activities, exercising in-house control and conclusion in the manner prescribed by this Code, no later than the deadlines established by the Tax Code, after accepting a tax application from individual entrepreneurs on termination of activities; Timely execution of accepted applications, documents from legal entities and individuals, individual entrepreneurs; Registration of foreign citizens, acceptance of relevant tax reports;Carrying out work on registration and deregistration of taxpayers for value added tax within the time
limits established by the Tax Code; Timely receive information from the authorized bodies in accordance with the approved forms, carry out work on
the timely receipt of local taxes, other fees and payments to the budget and the registration of taxpayers, issue notifications and draw up monthly and quarterly
reconciliation acts with the authorized bodies; Timely and high-quality execution of centralized tasks, current information and reports of the established form, submitted quarterly, monthly.

**Requirements for the participants of the competition in education:** Postgraduate or higher, business and management (economics, management, accounting and auditing, finance, state and local government, marketing, world economy), law, post-secondary or technical and vocational education is allowed with at least one years of work experience in government positions or at least two years of work experience in areas corresponding to the functional areas of a particular position of this category.

No work experience required with higher education.

**availability of the following competencies:** stress resistance, initiative, responsibility, orientation towards the consumer of services and informing him, integrity, self-development, efficiency, cooperation and interaction, activity management.

**Requirements for participants of the competition by education:** Postgraduate or higher or post-secondary or technical and vocational education. Business and management (economics, management, accounting and audit, finance, state and local government, marketing, global economy, state audit); law (jurisprudence, international law, customs); social sciences (international relations, political science), technical sciences and technologies (information systems, computers and software, information security systems).

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

 1) Application in the form in accordance with Appendix 2 to the Rules for holding competitions for the occupation of an administrative public position of corps "B";

 2) the service record of a candidate for an administrative public position of corps "B" with a 3x4 color photograph in the form, in accordance with Appendix 3 to these Rules (hereinafter referred to as the Service record);

 3) copies of documents on education and annexes to them, certified by a notary.

Copies of education documents received by citizens of the Republic of Kazakhstan in foreign educational organizations 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, scientific centers and laboratories citizens of the Republic of Kazakhstan - holders of the Bolashak international scholarship, as well as those subject to an international treaty (agreement) on mutual recognition and equivalence.

Copies of documents on education issued to the holders of the international scholarship "Bolashak" are accompanied by a copy of the certificate of completion of studies on 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 subject to an international treaty (agreement) on mutual recognition and equivalence are accompanied by copies of certificates of recognition of these documents on education issued by the authorized body in the field of education.

The personnel management service (HR department) through the integrated information system "E-kyzmet" checks whether the candidate has:

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

2) conclusions on passing the assessment of personal qualities in the authorized body with the results not lower than the threshold values ​​valid at the time of submission of documents for participation in the competition.

It is allowed to provide copies of the documents specified in subparagraphs 2) and 3) of paragraph 76 of these Rules.

At the same time, the personnel management service (personnel service) checks copies of documents with the originals.

To participate in the general competition, civil servants and the person specified in part one of paragraph 8 of Article 27 of the Law shall provide the following documents:

 1) Application;

 2) Service record, certified by the relevant personnel management service no more than one month before the date of submission of documents.

 Submission of an incomplete package of documents is the basis for refusing to accept them by the secretary of the competition commission.

 Candidates who submitted a complete package of documents in electronic form to the e-mail address receive a receipt in electronic form to the e-mail address of the candidate.

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 term for receiving documents (7 working days), which is calculated from the next working day after the last publication of the announcement of a general competition in the State Revenue Office for the Makhambet district, at the address Atyrau region, Makhambet district, Makhambet village, st. Abay, 13.

Persons who have expressed a desire to participate in the general competition submit documents to the state body that announced the competition, by courier, by mail or electronically to the email address R.Myrzagaliev@kgd.gov.kz specified in the announcement or through the e-government portal "E -gov" at the time of receipt of documents.

Candidates participating in the general competition and admitted to an interview pass it in the state bodies that announced the competition within three working days from the date of notification of candidates about their admission to the interview.

Interviews with candidates participating in the general competition and admitted to the interview, if necessary, can be conducted via remote video communication.

A candidate who has received a positive conclusion from the competition commission on the results of the general competition within ten calendar days from the date of the decision by the competition commission submits the following documents to the personnel management service (personnel department):

1) a document confirming labor activity (or a notarized copy or certified by the personnel department from the place of work);

2) a medical certificate on the state of health (medical professional advisory opinion) in the form No. 075 / y, according to the forms of primary medical documentation of healthcare organizations, approved by order of the acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. ҚР ДСМ-175/2020, issued no more than one year before the date of submission of documents (or a notarized copy);

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

4) a certificate from a psycho-neurological organization in the form, according to the standard of the state service "Issuance of a certificate from a psycho-neurological 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 Regulatory Legal Acts under No. 11304) issued no more than one year before the date of submission of documents (or a notarized copy);

5) 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 under No. 11304) , issued no more than one year before the date of submission of documents (or a notarized copy).

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

Citizens of the Republic of Kazakhstan at least eighteen years of age, including employees of the authorized body for civil service affairs (hereinafter referred to as the authorized body), may be present as observers at a meeting of the competition commission.

In order to be present at the meeting of the competition committee as an observer, a person notifies the personnel management service (personnel department) no later than two hours before the start of the interview. Notification is carried out by phone or by e-mail specified in the announcement of the competition.

Experts may be invited during the competition. 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 may appeal against the decision of the competition commission or the personnel management service (HR department) to the authorized body or its territorial subdivision, or in court.