



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Jan Matyas**
Address(es) Jozef Schijnstraat 43, 3071 Kortenberg, Belgium
Telephone(s) 0032 483 069 635 Mobile: 00420 739 028 491
Fax(es)
E-mail jan.matyas@ec.europa.eu
Nationality Czech
Date of birth 09/05/1983
Gender Male

Work experience

Dates from 2013-07-01 to ongoing

Occupation or position held Programme Assistant – External Relations (DEVCO.B.2.)
Main activities and responsibilities Analyser, préparer et/ou modifier des programmes/projets dans le domaine "Acteurs non Etatiques et autorités locales" en vue de leur approbation. Préparer et suivre la mise en œuvre des programmes et projets en conformité avec les priorités définies dans les documents stratégiques et la programmation pluriannuelle, les critères de gestion de cycle du projet et l'ensemble des politiques communautaires.
Name and address of employer European Commission
EuropeAid Development and Cooperation Directorate-General
Avenue du Bourget 1
B - 1140 Evere
Belgium
Type of business or sector Public Administration

Dates from 2011-01-01 to 2013-06-30

Occupation or position held Project Officer
Main activities and responsibilities Contribute to the managing, monitoring and evaluating of the implementation of the projects funded by the Agency. Ensure compliance with the rules governing Executive Agency's activities. Promoting the Culture program on related events
Name and address of employer Education Audiovisual and Culture Executive Agency
Avenue du Bourget 1
B - 1140 Evere
Belgium
Type of business or sector Public Administration

Dates from 2008-10-16 to 2010-12-31

Occupation or position held Information and Communication Assistant - Project Manager
Main activities and responsibilities Drafting, Project Management, Communication strategy, Organisation of Information and Communication events

Name and address of employer	Representation of the European Commission in the Czech Republic, Jungmannova 24, 110 00, Praha 1, Czech Republic
Type of business or sector	Public Administration, DG Communication
Dates	from 2007-03-01 to 2008-08-31
Occupation or position held	Project Manager
Main activities and responsibilities	Project management, Monitoring of funding opportunities, management of Local Action Group, Strategic planning for municipalities
Name and address of employer	Institut regionálních informací s.r.o., Beethovenova 4, 602 00, Brno, Czech republic
Type of business or sector	Consulting services, private sector
Education	
Dates	2009-09-01 to: 2011-06-10
Title of qualification awarded	FRA Diplôme de master
Principal subjects/occupational skills covered	Economie, Gestion Publique, Administration Publique, Droit
Name and type of organisation providing education and training	Universite de Rennes 1, Institut de Preparation pour l'Administration Generale, 106 Boulevard de la Duchesse Anne 35700 RENNES
Level in national or international classification	Master degree
Dates	2008-09-01 to: 2009-06-01
Title of qualification awarded	FRA Maîtrise
Principal subjects/occupational skills covered	Economie, Gestion Publique, Administration Publique, Droit
Name and type of organisation providing education and training	Universite de Rennes 1, Institut de Preparation pour l'Administration Generale, 106 Boulevard de la Duchesse Anne 35700 RENNES
Level in national or international classification	Maitrise en Economie et Gestion
Dates	2003-09-01 to: 2008-01-10
Title of qualification awarded	CZE Bakalar (Bc.)
Principal subjects/occupational skills covered	European Integration, International Politics, History of International Relations, Policies of the EU, Budget and Structural Policy of the EU
Name and type of organisation providing education and training	Masaryk University in Brno, Faculty of Social Studies, Joštova 10 602 00 Brno, Czech Republic
Level in national or international classification	Bachelor degree in International relations and European Studies
Mother tongue(s)	Czech

Other language(s)

Self-assessment

European level (*)

English

French

German

Slovak

Understanding		Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production	
	C1		C1		C1		C1
	C1		C1		C1		C1
	B2		B2		B1		A2
	C2		C2		C2		B1

(*) [Common European Framework of Reference for Languages](#)

References

Full name	Contact telephone no. or email address	Occupation or profession
Markus Pirchner	markus.pirchner@ec.europa.eu	Head of Sector DEAR DEVCO.B.2
Barbara Gessler	barbara.gessler@ec.europa.eu	Head of Unit Culture, EACEA
Irena Moozova	irena.moozova@ec.europa.eu	DG COMM B1 Geographical Coordination, Head of Unit
Milada Kadlecova	milada.kadlecova@iri.cz	Director of the Company, Institut Regionalnich Informaci, s.r.o.