



Europass curriculum vitae

Personal information

Surname(s) / First name(s)

MATYAS Jan

Address(es)

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Telephone(s)

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Nationality(-ies)

Czech

Date of birth

09/05/1983

Gender

Male

Work experience

Dates

01/06/2016 - ongoing

Occupation or position held

Assistant – Project officer

Main activities and responsibilities

Name and address of employer

Energy Community Secretariat, Am Hof 4, 1010, Vienna, Austria

Type of business or sector

Public Administration - Energy Policy

Main activities and responsibilities

Drafting of Terms of Reference for outsourced technical assistance, management of the entire project life cycle, including evaluation of offers, drafting evaluation reports, preparing contracts and follow up of its implementation. Drafting of rules, launch, establishment and maintenance of Roster of Experts to provide technical assistance to the Energy Community Secretariat and its Contracting Parties. Drafting communication plan and supporting the communication campaign for the newly established Dispute Resolution and Negotiation Centre of the Energy Community Secretariat.

Dates

01/07/2013 – 31/05/2016

Occupation or position held

Programme Assistant – External Relations

Main activities and responsibilities

Analyse, prepare or modify for approval programs/projects of Civil Society Organisations and Local Authorities funded under the Development Cooperation Instrument (DCI). Prepare and follow up the implementation of programs and projects in line with the priorities defined in the strategic documents and multiannual planning as well as the EU policies. Contribute to the policy formulation of the Programme Development Education and Awareness Raising (DEAR). Contribute to the development of knowledge sharing, capacity building and networking strategy of projects funded by the DEAR Programme. Provide thematic support to EU Delegations in South Asia.

Name and address of employer

European Commission, DG DEVCO, Human Development and Migration Directorate, Unit B2 Civil Society Organisations and Local Authorities; Jozef II 59, 1049, Brussels

Type of business or sector

Public Administration - Development

Dates

01/01/2011 – 30/06/2013

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

European Commission, Education Audiovisual and Culture Executive Agency

Type of business or sector Avenue du Bourget 1 B - 1140 Evere Belgium
Public Administration – Education and Culture

Dates 16/10/2008 – 31/12/2010

Occupation or position held Project manager – Communication assistant

Main activities and responsibilities Drafting, Project Management, Communication strategy, Organisation of Information and Communication events including conferences, seminars, and other indoor as well as outdoor 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 - Communication

Education and training

Dates 01/09/2009-10/06/2010

Title of qualification awarded FRA Diplome 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

Dates 01/09/2008-01/06/2009

Title of qualification awarded FRA Maitrise en Economie et Gestion Publique

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

Dates 01/09/2003-10/01/2008

Title of qualification awarded Bachelor degree

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, Jostova 10 602 00 Brno, Czech Republic

Level in national or international classification CZE Bakalar

Personal skills and competences

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	C1	C1
B1	B1	B1	B1	B1
C1	C1	B1	B1	B1

Social skills and competences Team work – experience in working in various multicultural environments. Open minded approach, problem solving skills, independent, creative thinking.

Organisational skills and competences Ability to work under tight deadlines, ability to work in a multicultural environment with a high level of tact and diplomacy, thorough experience in organizing meetings at various levels, including with government officials, civil society organisations, academics or local authorities.

Computer skills and competences I use the standard Microsoft Office set of tools in my daily work, including the MS Word, Excel, PowerPoint, Explorer and Outlook. I also have extensive experience using various tools developed specifically for the purposes of the European Commission, including project management databases such as CRIS and Saykiss, financial tools such as Appfin or ABAC, and other databases such as Datawarehouse or PADOR. The experience gained while working with various different tools and programs over time helps me to easily adapt to new tools and to become quickly operational with any software I have to use in my professional life.

Driving licence(s) Yes, driving licence B

Additional information

During my career at the European Commission I have followed several courses and trainings covering the topics of finance, communication or project management and evaluation. Among others I have completed European Commission trainings on Public speaking, Advocacy skills, Project Cycle Management, Project Logframes, Expenditure Lifecycle, and Public Procurement.

I have contributed to development of a strategy for Capacity building, Networking and Knowledge sharing for projects financed under the Development Education and Awareness Raising programme of the European Commission. I drafted Terms of Reference, including definition of priorities and objectives, and contributed to launching an open Call for Tender to contract a team of consultants to implement the strategy with a budget of more than EUR 2M. As an outcome of this work, platforms and strategies for knowledge sharing and capacity building for project beneficiaries were developed, including impact assessment strategy, creation of Multi Stakeholder Group for discussion and exchange and regular exchange hub meetings.

As I believe the achievements in the field of sport can also show the level of commitment and are therefore of relevance for the professional life, I would also like to mention here my titles of the Academic champion of the Czech republic in Alpine skiing from 2004 and the title of Belgian champion in Alpine skiing for 2012.