

# Ethel Bokani Dumulomo Jena, BSc

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## Professional Summary

A dedicated Safety and Security professional with proven ability to assess vulnerabilities, implement security protocols, and coordinate with law enforcement and government agencies to ensure compliance and safety. Skilled trainer and communicator, adept at building trust with multicultural teams, volunteers, and stakeholders. 14 years of service with the United States Peace Corps South Africa and recognized for 10 years of service as a Sexual Assault Response Liaison supporting volunteers in sensitive situations.

## Core Competencies

- Risk Assessment & Emergency Action Planning
- Incident Management & Crisis Response
- Safety Policy Development & Compliance
- Safety and Security Training & Awareness Programs
- Stakeholder, Disaster Management, & Law Enforcement Coordination
- Volunteer Safety Support
- Data Analysis & Safety Reporting
- Cultural Competence & Discretion

## Professional Experience

**United States Peace Corps - South Africa**

**Safety & Security Manager / Volunteer Support Specialist / Sexual Assault Response Liaison / Health Program Assistant (June 2011 – Present)**

- Developed and implemented Emergency Action Plans and site-specific risk assessments for volunteers' rural and urban communities.
- Delivered safety and security training, preparing volunteers and staff to proactively manage risks.
- Coordinated incident response and reporting with relevant authorities, ensuring volunteer safety and compliance with policy.
- Served as a Sexual Assault Response Liaison (SARL) since 2013, providing trauma-informed support to survivors and leading prevention initiatives.
- Recognized in 2023 for 10 years of service in sexual assault response and risk reduction.
- Managed volunteer allowances, compliance inquiries, and maintained data-driven reporting systems to inform safety decisions.
- Assisted the Community HIV/AIDS Outreach Program, facilitating program initiatives, contributing to the success of PCVs in their projects aimed at improving community health and well-being.

**Research Triangle Institute (RTI) International - South Africa**

**Office Manager (November 2007 – May 2011)**

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- Oversaw USAID-funded health and safety projects including PEPFAR and Women's Justice & Empowerment, and Anti-corruption programs.
- Provided project direction, budget preparation, generated project reports, and monitored district and school-level activities through field visits for the OVC's project, liaising between the KZNDOE and USAID/Southern Africa
- Supported project operations including safety protocols, compliance monitoring, and field risk assessments.
  - Partnered with the National Prosecuting Authority to strengthen initiatives on justice, safety, and community protection.

## National Blood Service - Southern Africa

### **Executive Coordinator (1998 – October 2007)**

- Supported safety-related initiatives under the World Health Organization collaboration framework.
- Coordinated strategic plans, operating procedures, and high-level stakeholder engagement with international, regional, and local health and safety authorities.
- Ensured policy compliance, risk reporting, and effective communication between executives and resource partners.

## Education & Certifications

- Bachelor of Science, Interdisciplinary Studies (Business Management, Public Health, Psychology) – Brigham Young University, Idaho
- Associate of Science, General Studies – Brigham Young University, Idaho
- Certificate, Occupational Safety & Health
- Certificate, Health Program Evaluation
- Certificate, Business Fundamentals and Leadership Skills
- Postgraduate Certificate, Finance Management for Non-Financial Managers – Univ. of Pretoria
- Certificate in Auditing – London Chamber of Commerce & Industry
- Diploma, Business Management & Administration – British College of Professional Management

## Professional Training

- Sexual Assault Risk Reduction & Response Training
- ISO 9001:2000 Quality Awareness
- Strategic Planning & Organizational Development
- Project Design & Management
- International Computer Driver's License (ICDL)