

# Ethel Jena, BSc

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## Professional Summary

Dedicated Safety and Security Professional with 15+ years of experience managing risk, developing emergency action plans, and safeguarding people and assets across diverse organizations. 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. Recognized for 13 years of service with Peace Corps South Africa, including as a founding Sexual Assault Response Liaison supporting staff and volunteers in sensitive, high-stakes situations.

## Core Competencies

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

## Professional Experience

### United States Peace Corps - South Africa

#### Safety & Security Manager / Volunteer Support Specialist (2011 – Present)

- Designed and managed Emergency Action Plans and site-specific risk assessments for volunteers in rural and urban communities.
- Conducted safety and security training, preparing volunteers and staff to proactively manage risks.
- Coordinated incident response and reporting with local/national authorities, ensuring volunteer safety and compliance with policy.
- Served as a Sexual Assault Response Liaison (SARL) since 2013, providing trauma-informed support to victims and leading prevention initiatives.
- Recognized in 2023 for 10 years of dedicated service in sexual assault response and risk reduction.
- Managed volunteer allowances, compliance inquiries, and maintained data-driven reporting systems to inform safety decisions.

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

#### Office Manager (2004 – 2007)

- Oversaw USAID-funded safety and health projects including PEPFAR and Women's Justice & Empowerment programs.
- Directed 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 – 2004)

- Supported safety-related initiatives under the World Health Organization collaboration framework.
- Coordinated strategic plans, operating procedures, and high-level stakeholder engagement with regional 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 – University 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
- International Computer Driver's License (ICDL)
- Project Design & Management
- Strategic Planning & Organizational Development
- French Language, Alliance Française (Level 3)

## **Awards & Recognition**

- 10-Year Service Recognition (2023) – Sexual Assault Response Leadership, Peace Corps South Africa