



Block 3B Upper Floor of Stainless Furniture Shopping Complex,  
Jimeta/Yola, Adamawa State, Nigeria. RN:7084957  
Email: dignifiedngo@gmail.com. Phone: 08063538322, 09112418058.

---

## DMMO WORK FORCE AND JOB DESCRIPTIONS

1. REV. PHILIP GEORGE IKONOH - CEO
2. MRS. ELVENAH GABRIEL - CHIEF MEDICAL OFFICER
3. TIMOTHY M. KAWDA - PROJECT MANAGER
4. VICTOR GODWIN JAMES - ACCOUNTANT
5. SARAH DANJUMA - WASH OFFICER
6. UWANA M. EDET - MONITORING AND EVALUATION OFFICER
7. FANCY WYCLIFFE - SENIOR LABORATORY TECHNICIAN
8. FAVOUR SOFAH - SENIOR NURSING OFFICER
9. MR. TSAGAH WESLEY TALMON - TRANSPORT AND LOGISTICS
10. MARK MICHAEL - PROCUREMENT OFFICER
11. TIMOTHY PHILIP - TECHNICAL SUPPORT ENGINEER.

REV. PHILIP GEORGE IKONOH

CEO-MANAGING DIRECTOR

Manages and directs the company toward its primary goals and objectives. Oversees employment decisions at the executive level of the company. Leads a team of executives to consider major decisions including acquisitions, mergers, joint ventures, or large-scale expansion.

Developing and implementing business plans to improve cost-efficiency.

MRS. ELVENAH GABRIEL

CHIEF MEDICAL OFFICER

Medical officers are senior physicians who manage all aspects related to patient care within their departments. They oversee daily operations, serve as clinical advisors, and investigate any problems that may arise. They also contribute to medical research programs and supervise clinical trials.

TIMOTHY M. KAWDA

PROJECT MANAGER

Maintaining positive and trust-based relations with business partners, shareholders, and authorities. Overseeing the company's business operations, financial performance, investments, and ventures.

VICTOR GODWIN JAMES

ACCOUNT OFFICER

Account Officer duties and responsibilities are;

1. Creating and processing invoices.
2. Cross-checking invoices with payments and expenses to ensure accuracy.
3. Managing a company's accounts payable and receivable.
4. Sending bills and invoices to clients.
5. Tracking organization expenses.
6. Processing refunds.

## TIMOTHY PHILIP

### TECHNICAL SUPPORT ENGINEER

Technical Support Engineer responsibilities include resolving network issues, configuring operating systems and using remote desktop connections to provide immediate support. You will use email and chat applications to give clients quick answers to simple IT issues.

## UWANA M. EDET

### MONITORING AND EVALUATION OFFICER

Monitor all project activities, expenditures and progress towards achieving the project output; Monitor and evaluate overall progress on achievement of results; Monitor the sustainability of the project's results; Conduct capacity assessment on existing monitoring and evaluation system.

## MR. TSAGAH WESLEY TALMON

### TRANSPORT AND LOGISTICS

A Logistics Officer supervises all aspects of logistics within a supply chain. They plan and organize the movement and storage of goods in a depot, making sure that they remain in good quality. They are also responsible for providing storage and transportation solutions so they must be adept in critical thinking.

## MARK MICHAEL

### PROCUREMENT OFFICER

A procurement officer performs various functions to allow for the efficient procurement of products and services. They oversee the entire procurement process including contract negotiation, vendor selection, negotiation of sale price and payment methods, and contract administration.

SARAH DANJUMA

WASH OFFICER

The WASH Officer role will support planning, strategic implementation approaches, WASH service delivery including urban sanitation, documentation of WASH policy, influencing and advocacy priorities of WaterAid Nigeria at the state level.

FAVOUR SOFAH

SENIOR NURSING OFFICER

Carry out cleaning, autoclave and storage of instruments used in nursing care. Replenish the clinic emergency box and resuscitation trolley as need arises. Carry out costing and billing for drugs and other services. Perform any other duties as may be necessitated by the absence of any other member of the health team.

FANCY WYCLIFFE

SENIOR LABORATORY TECHNICIAN

A Senior Laboratory Technician is responsible for supervising and coordinating scientific investigations and experiments. They supervise staff, provide technical support, and construct, maintain, and operate standard laboratory equipment.

DEBORAH KWADE

FOOD AND NUTRITION OFFICER

Plan and monitor the Nutrition program, verify the planned movements and distribution of nutrition products, resolving routine issues and/or escalating where appropriate, to ensure that the quantity distributed, and the quality of the operation is in line with the standards.

# DIGNIFIED MEDICAL MISSION ORGANIZATION

