

**SIM NIGERIA OFFICE CONTACTS October 2021**

<b>POSITION</b>	<b>NAME</b>	<b>OFFICE EMAIL ADDRESS</b>	<b>PHONE</b>	<b>OFFICE HOURS</b>	<b>DESCRIPTION</b>
Director	<b>Tom Jessurun</b>	<a href="mailto:jos.director@sim.org">jos.director@sim.org</a>	<b>0703 280 7793</b>	8am-4pm daily  Works from home Tuesdays	Leads the administrative team in vision and field strategy. Oversees SIM Nigeria's financial, personnel, and organizational involvement in SIM-related programs and ministries.
Director's Assistant	<b>Tricia Todd</b>	<a href="mailto:jos.dirassist@sim.org">jos.dirassist@sim.org</a>	<b>0812 425 1414</b>	9am-4pm daily	Assists the Director administratively and assists in Personnel in various capacities
Deputy Director/ STA Coordinator	<b>Grant Birks</b>	<a href="mailto:jos.deputydirector@sim.org">jos.deputydirector@sim.org</a>	<b>0703 748 7808</b>	9am-4pm daily	Assists the Director with administrative duties and represents SIM at various functions as needed. Keeps abreast of all mission-related immigration issues. Oversees the functions and welfare of the Nigerian SIM staff.
Deputy Director 2	<b>Paul Todd</b>	<a href="mailto:jos.deputydirector2@sim.org">jos.deputydirector2@sim.org</a>	<b>0706 863 1264</b>	Remotely	Assists the Director with administrative duties and represents SIM at various functions as needed.
Treasurer	<b>Silas Dokong</b>	<a href="mailto:jos.treasurer@sim.org">jos.treasurer@sim.org</a>	<b>0806 637 2211</b>	8am-4pm daily	Manages SIM Nigeria's Treasury Office and oversees financial staff
Accountant	<b>Bitrus Gana</b>	<a href="mailto:Jos.finance@sim.org">Jos.finance@sim.org</a>	<b>0803 483 2891</b>	8am-4pm daily	Manages SIM Nigeria's finances and Assists Treasurer.
Cashier	<b>Paul Gadi</b>	<a href="mailto:jos.accounts@sim.org">jos.accounts@sim.org</a>	<b>0703 774 3484</b>	8am-4pm daily  <b>Cash hours:</b>  <b>Mon.</b> 8:30am-12pm  <b>Wed.</b> 8:30-9am, 10am-12pm  <b>Fri.</b> 8:30am-12pm	Manages SIM Nigeria's Cash Office and account information
Project Coordinator	<b>Paul Dauda</b>	<a href="mailto:jos.projects@sim.org">jos.projects@sim.org</a>	<b>0803 621 9236</b>	8am-4pm daily	Oversees Projects

Project Accountant	<b>Gloria Toluhi</b>	<a href="mailto:jos.projectfinance@sim.org">jos.projectfinance@sim.org</a>	<b>0805 988 8866</b>	8am-4pm Mon. Tues. Fri.	Manages Project Finances
Personnel Director	<b>Ruth Garvie</b>	<a href="mailto:jos.personnel@sim.org">jos.personnel@sim.org</a>	<b>0811 200 1308</b>	9am-3pm Mon Wed & Thurs.	Oversees missionary wellbeing. Liaises with home offices concerning personnel needs; connects with pre-field appointees; oversees the orientation, mentoring and reviews of missionaries.
Personnel Assistant	<b>Kangyang Gana</b>	<a href="mailto:jos.perassist@gmail.com">jos.perassist@gmail.com</a>	<b>0806 532 2388</b>	8am-4pm Mon, Thurs. & Fri	Assists Personnel Director; provides cultural orientation of new missionaries.
Travel Coordinator/ Immigration Liaison	<b>Nathan Ibrahim</b>	<a href="mailto:jos.travel@sim.org">jos.travel@sim.org</a>	<b>0903 881 3727</b> <b>0703 013 3176</b>	8am-4pm daily	Works with the Travel Assistant to process all immigration papers, visas, passport renewals, etc. for the expatriate staff working for ECWA. Coordinates travel of missionaries.
Travel Assistant	<b>David Simon</b>	<a href="mailto:jos.travelassist@gmail.com">jos.travelassist@gmail.com</a>	<b>0803 051 8379</b>	8am-4pm daily	Liaises with Nigerian Immigration Services and assists in Travel Office.
Information Technology	<b>Ewald Harmsen</b>		<b>0904 525 2526</b>	10am-3pm Mon. Tues. & Thurs.	SIM Nigeria web manager Available to answer computer and internet questions
Information Technology	<b>Istifanus Sunday</b>	<a href="mailto:jos.tech@sim.org">jos.tech@sim.org</a>	<b>0803 441 9226</b>	8am-4pm daily	SIM Nigeria web manager and computer technician. Available to answer computer and internet questions during cash hours.
Office/Information Manager	<b>Michael Yunana</b>	<a href="mailto:jos.reception@sim.org">jos.reception@sim.org</a>	<b>0803 609 6005</b>	8am-4pm daily	Handles courier service mails and vehicle & driver bookings.
Service Assistant	<b>Danjuma Gambo</b>		<b>0803 290 2217</b>	8am-4pm daily	Handles driver's licenses, paying of utility bills and driving
Service Assistant	<b>Audu Tahiru</b>		<b>0816 080 7949</b>	8am-4pm daily	Handles mails from the post office and driving
Receptionist/ Stewardess	<b>Victoria Yunana</b>		<b>0810 278 8609</b>	8am-4pm daily	Keeps our office clean
Operations Manager	<b>Mark Redekop</b>	<a href="mailto:mark.redekop@sim.org">mark.redekop@sim.org</a>	<b>0813 829 4446</b>		Oversees major repair, maintenance & construction of all SIM properties.

