**Administration Department**

**The Administration Department** at NHC plays a pivotal role in ensuring the smooth and efficient operation of the Corporation by overseeing a diverse range of functions. This includes managing day-to-day operations, supervising staff, and ensuring the availability of necessary equipment and office supplies. The department also plays a crucial role in policy development and implementation, shaping the strategic direction of the Corporation. It oversees Human Resources operations, ensuring proper staffing and management of employee records, works closely with the Accounts Department to ensure compliance with financial regulations and budget management and manages the Registry Section, ensuring the confidentiality and security of records. This department also maintains the physical plant and equipment for optimal functionality and security. In addition, it facilitates effective communication within the organization and provides support and guidance to all departments and sections in achieving organizational objectives.