**MINISTRY OF HEALTH AND HUMAN SERVICES, MAKURDI.**

**DEPARTMENT OF ADMINISTRATION AND SUPPLY.**

**Functions :**

1. The Department of Administration and Supply is a department which coordinates the activities of other departments in the Ministry.

2. Functions of the Department.

2.1. The department which is the coordinating department in the Ministry has the following responsibilities:

I Advising the Ministry on all administrative matters.

Ii Initiation and implementation of personnel policies and decisions which include: -

Staff recruitment

Staff promotion

Posting of staff

Maintenance of staff records

Staff welfare and discipline

Coordinating of Senior Management Committee (SMC and Junior Staff Committee (JSC).

iii Providing supportive services to other departments of the Ministry.

Iv Providing secretariat services for meetings

V Information Management

Vi Stores Management

Vii Vehicle Management

Viii. Legal unit which handles all legal matters of the Ministry.

3.0. Composition of the Department.

3.1 The department is made up of the following units/sectors.