- Programme Management and Implementation
- Finance
- Administration
- Inter Audit
- Technical Support & Research
- Special Projects
- Corporate Affairs
- Human Resource Department
- Monitoring, Evaluating & Reporting (MER)

Programme Management and Implementation

This department is responsible for overall programme implementation of SPO core programme through out Pakistan. The programme planning and provision of technical support rests with the National Centre where as the field teams are responsible to carry out the programme activities.

Top

Finance

This department is responsible for cost effective and efficient financial management of SPO funds. It is housed both in the National Centre and in the regional Offices. All sorts of financial reporting and budgeting are done through this department. The responsibility of compliance to Donor contribution agreement, International Accounting Standards and other local regulations lies with this department.

Top

Administration

This department is responsible for the provision of administrative support which includes procurement, Assets and Inventory management, vehicle management, logistical support to all sorts of events and meetings etc. Professional Staff responsible for providing the administrative support sits both in the National Centre and the Regional Centers.

Top

Internal Audit

SPO has its own Internal Audit System to provide independent, objective assurance and monitoring services designed to add value and improve the SPO's processes and operations. This department is housed in the National Centre and carries out biannual internal audits. The department reports administratively to the Chief Executive and functionally to the SPO Board of Directors through Audit & finance Committee.

Top

Technical Support & Research

This section is responsible for providing all sorts of technical inputs regarding core programme delivery, commissioning policy advocacy and Research Work, publications and external communication. It mainly provides training manuals, forms, baselines, TOTs and other On the Job assistance to all programme staff in regions. This section is housed in the programme management department in the National Centre.

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Special Projects

This department is responsible for managing all types of special projects including emergencies. The staff sitting in the National Centre has the overall responsibility of fund raising, funding partner negotiations, successful planning and execution of the special projects, and reporting with the support of regional centers.

Top

Corporate Affairs

This department is responsible for managing all sorts of legal and company affairs including General Body and Board of Directors meetings and other coordination.

Top

Human Resource Department

This department is responsible for hiring of all staff, handling of staff compensation and benefits including insurances, maintaining staff records, issuing employment contracts, service contracts, staff training and development, facilitating the release requirements of outgoing staff. This department is housed in the National Centre but is responsible to manage HR activities throughout Pakistan.

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Monitoring, Evaluating & Reporting (MER)

In order to ensure effectiveness, transparency and accountability in its program delivery mechanisms, SPO has created vertical depth in its program monitoring, evaluation and reporting functions by employing sophisticated tools, techniques and approaches. These include a MIS-based virtual program planning, monitoring and knowledge management tool, and customized period reviews aimed at assessing program performance at process, output and impact levels. MER department undertakes independent program reviews and provides timely inputs for course correction, captures and feeds forward current good practices into future course of action, and documents and disseminates key program achievements to a broader audience beyond the scope of the project. MER department designs and develops program models, based on current good practices and achievements of the organization.

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