

Scope of Work: Menstrual Health Program Coordinator

Location: Marrakech, Morocco (with regular national travel)

Background & Purpose

Project Soar is implementing a national menstrual health initiative to improve access to menstrual products, education, and support for girls across Morocco. The program works with girls' boarding houses (Dar Taliba) and schools, delivering coordinated distributions and workshops nationwide.

This is a logistically complex, multi-site program requiring careful planning, coordination, and execution across regions, partners, and institutions.

Overview

The Menstrual Health Program Coordinator will be responsible for supporting the design, coordination, and delivery of a national menstrual health distribution and education initiative in Morocco. The role works in close collaboration with internal teams, government partners, and educational institutions to ensure high-quality implementation.

Key Responsibilities

1. Program Coordination & Implementation

- Support the planning and rollout of programme activities across schools and boarding houses nationwide
- Develop and manage clear workplans, timelines, and implementation schedules
- Coordinate closely with internal teams (finance, M&E, communications) to ensure smooth delivery
- Adapt plans based on field realities and operational needs

2. Logistics & Field Operations

- Lead coordination of logistics for nationwide activities, including scheduling, site coordination, and distributions
- Organise and track the delivery of menstrual kits and workshops across multiple regions
- Coordinate trainings and field activities with local partners and schools
- Track inventory, distributions, and operational requirements across sites
- Identify and resolve day-to-day operational challenges to ensure continuity of delivery

3. Stakeholder Engagement & Coordination

- Support coordination with government partners, schools, boarding houses, and local organisations
- Facilitate clear and consistent communication between Project Soar and implementing partners
- Build strong, trust-based relationships with key partners
- Support coordination of outreach, visibility ,marketing, and partner engagement efforts related to Project Soar’s menstrual health products

Required Qualifications & Experience

Given the nature of the role and the populations served, women are strongly preferred for this position.

Education

- Bachelor’s degree in Public Health, Gender Studies, Social Work, Development Studies, Humanities, Communications, Business, or related field.

Professional Experience

- Minimum 5 years of relevant experience in program coordination
- Experience coordinating complex logistics and managing multi-site programs, particularly those involving school-based delivery
- Experience working in NGO or development contexts
- Familiarity with menstrual health, SRHR, or adolescent programming is desirable
- Experience working with government ministries, public systems, or large institutional partnerships

Skills & Competencies

- Full professional proficiency in **Arabic and English required**; French preferred
- Strong ability to coordinate complex logistics across multiple program sites and regions
- Ability to manage multiple priorities and stakeholders simultaneously
- Excellent organisational, interpersonal, and communication skills
- Ability to work effectively across teams, build trust with local stakeholders, and maintain program integrity
- Commitment to gender equality, adolescent girls’ empowerment, and advancing menstrual health and dignity

If you are interested in this role, please submit a **cover letter** and your **CV** no later than May 10th, 2026.