



Lebanese Red Cross

MEMO 2025-034

To: All Interested Bidders
From: Lebanese Red Cross – Procurement Sector
Subject: Grade/Step Table for Salary Scale Revision
Date: July 21, 2025
Reference: ITB Ref. 2025-034 – Revision of the Salary Scale

Dear Bidders,

As part of the Invitation to Bid (Ref: 2025-034 – Revision of the Salary Scale), please find below the classification of grades and steps and roles within the Lebanese Red Cross:

Grade / Step		Category
12		Top Management
11		Top Management
10		Management
9		Management
8		Management
7		Professionals
6		Professionals
5		Professionals
4		Professionals
3		Clerical/Ancillary
2		Clerical/Ancillary
1		Clerical/Ancillary
Grade	Roles	
12	Secretary General	
11	Under Secretary General	
10	Directors of Departments (Medico Social, Blood Transfusion, Planning, Internal Affairs, ICT, Logistics, Procurement, HR, Finance, Youth, Emergency Medical Services, Faculty of Nursing School...)	
9	Deputy Directors	
8	Managers	
7	Coordinators, Program Managers	
6	Senior Officers	
5	Officers (WASH, Livelihoods, Learning and Development, HR, Accountant, PSS...)	
4	Healthcare Providers (Nurses, Midwives, Blood Technologists...)	
3-1	Clerical/Ancillary	

This classification is provided for your reference to assist in preparing your technical and financial proposal.

Important Note:

All bidders must confirm receipt of this memo by signing, stamping, and submitting it along with their bid. We kindly inform all bidders that we cannot provide the number of positions at this stage. The salary scale should be prepared for the positions listed above, regardless of whether there is one officer or ten officers.

Acknowledgment of Receipt

We, the undersigned, confirm that we have received and acknowledged the above memo related to ITB Ref. 2025-034 – Revision of the Salary Scale.

Company Name: _____

Authorized Representative: _____

Signature & Stamp: _____

Date: _____