

Ministry for Infrastructure, Planning and Employment (MIPE)

Duties by Directorate

Directorate	Unit	Duties
Office of the Permanent Secretary	Cabinet Office and Governance Liaison	• Cabinet memos and vetting of proposals for Cabinet submission • Parliamentary Questions (PQs) • Freedom of Information (FOI) requests • Ombudsman cases • Whistleblower matters • NAO and IAID follow-ups • Direct Orders • Departmental Contracts Committee (DCC) nominations • Boards: ministerial appointments and register • Ministry Annual Report • Gender Mainstreaming reporting • Marketing and communication
	Planning and Policy Coordination	• Business and financial planning • HR planning • Recruitment matters relating to entities • Travel and travel approvals • Coordination of strategy, legislation and policy initiatives • Compilation of horizontal requests for information on policy and legislative initiatives • Data Portal • Education Strategy • Ad hoc tasks requested by the Permanent Secretary
Corporate Services <i>Standalone section</i>	Corporate Services (operational)	• Salaries and accounts • Registry • Human resources and recruitment (ministry staff) • Procurement, including office supplies • Stores and contract management • Inventory and Inventory Focal Point • Facilities management • Fleet and transport • Operational audits

Directorate	Unit	Duties
Information Management Unit <i>Standalone section</i>	IT and Digital	- Ministry ICT strategy: development, monitoring and implementation - Coordination and implementation of digital initiatives (national and EU) - Project management of capital IT investment - Online services and content management - Network and data management - Operational IT support and systems support - IT consultancy, including business process re-engineering - Procurement of IT equipment
Project Implementation <i>Director: Mark Camilleri</i>	Office of the Director Policy and Implementation <i>Assistant Director: Graziella Genuis (proposed Manager I, Assistant Manager)</i>	- Budget, Manifesto and Simplification Measures: coordination, reporting and monitoring - Implementation of assigned Ministry projects and measures - SDG Focal Point - Review of technical matters requiring PS input or action
	EU Funds Section <i>Proposed: Assistant Director, Manager I, Assistant Manager</i>	- Payment processing for ERDF and ESF+ co-financed projects (Line Ministry function) - Verification and approval of claims remain outside the Section
EU Affairs <i>Director: Cheryl Haber</i>	EU, International Affairs and Construction Management	- EU and international affairs coordination - EU policy coordination, Council business and programme-level EU representation - Stakeholder and public consultations on EU and international matters - Construction policy initiatives - OHSA policy initiatives - Stakeholder and public consultations on construction and OHSA policy - Coordination with BCA and OHSA on policy matters