



Curriculum Vitae LIZELLE DE VILLIERS

Full name: Lizelle De Villiers
Nationality: South African
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E-mail addresses: jldv60@gmail.com
Marital status: Married
Dependants: Daughter and Son
Drivers licences: Code B
Languages: English (Home language) & Afrikaans (Speak, read & write)

EXECUTIVE SUMMARY

Proactive and results-driven HR professional with over 23 years of experience in human resources, training, risk management, and business process optimization across South Africa, Qatar, and the UAE. Skilled in developing HR systems, ensuring legal compliance, and enhancing organizational efficiency. A strategic leader with strong interpersonal skills, I excel in performance management, change management, and fostering team growth. Known for integrity, analytical thinking, and delivering high-quality outcomes under pressure.

KEY COMPETENCIES

- **HR Management:** Policy development, job evaluations (HAY/Paterson), performance systems, remuneration strategies
- **Leadership:** Visionary planning, team motivation, succession planning, conflict resolution
- **Technical Skills:** SAP HR modules, MS Office, SharePoint, Smart Plant Systems
- **Risk Management:** OHS&E audits, emergency planning, ISO 9001/14001/45001 compliance
- **Training & Development:** Curriculum design, coaching, leadership workshops
- **On-line Teaching:** Primary and Secondary School

EDUCATION

- **Masters Technologiae: Business Administration** – University of South Africa (2015)
Distinction in Organisational Behaviour & Research Methodology; Thesis: Workplace Stress Management
- **Bachelors Technologiae: Business Administration** – University of South Africa
Subjects: HR, Labour Relations, Finance, IT, Marketing
- **Diploma in HR Management & Training** – Campus College (2007)
- **TEFL Level 5 Diploma (300 Hours)** – TEFL Academy
- **Specialized Certifications:** Life Coaching (2009), Job Evaluation (HAY, 2012) and Patterson, SAP HR Modules, SAMTRAC (NEBOSH), Risk Assessment (NOSA)

Professional Memberships: SABPP *HR Professional), ASCHP (Specialised Counsellor)

PROFESSIONAL EXPERIENCE

➤ General Manager

Empower Talent, South Africa | Apr 2023 – Present

- Deliver HR and OHS&E services, aligning strategies across HR, IT, procurement, and safety.
- Design performance management systems, conduct job evaluations (Paterson), and develop remuneration structures.
- Conduct risk assessments, OHS&E audits, and emergency planning for compliance and safety.

➤ On-line Teaching

Online Home Schooling | Jan 2020 – Dec 2022

- Provided homeschooling support for primary and secondary students during the COVID-19 period.

➤ Principal Consultant

Intellect Unlimited Consulting Services CC, South Africa | Oct 2012 – Jul 2020 (Previously: Jul 2008 – Aug 2011, Apr 2001 – Jun 2007)

- Led HR and risk management consulting, optimizing SAP HR workflows, job gradings, and policies.
- Developed training modules, conducted leadership workshops, and ensured ISO/OHSAS compliance.
- Managed sales, marketing, and client relations, driving revenue growth.

Reason for Leaving (2020): COVID-19 financial constraints

➤ Manager: Job Evaluations, Policies & Procedures

Qatar Airways, Doha, Qatar | May 2012 – Sep 2012

- Oversaw job evaluations (HAY methodology) and HR policy development for 45,000+ employees globally.
- Collaborated on HR strategy and organizational charts.

Reason for Leaving: Returned to South Africa with family

➤ Performance Improvement Manager: Human Capital

Ernst & Young, Johannesburg, South Africa | Aug 2011 – Nov 2011

- Reviewed HR projects, remuneration policies, and job gradings within budget and timelines.

Reason for Leaving: Relocated to Qatar with husband

➤ EHS & Quality Advisor

Imdaad LLC, Dubai, UAE | Mar 2008 – Jun 2008

- Developed EHS procedures, conducted audits, and ensured ISO 9001/14001 compliance.

Reason for Leaving: Returned to South Africa post-husband's contract

➤ HR Business Process Coordinator & Trainer

SNC Lavalin (SLWP), Abu Dhabi, UAE | Jul 2007 – Jan 2008 (Contract)

- Designed HR workflows, policies, and training for a \$6B aluminum smelter project.

Reason for Leaving: Contract completed

TECHNICAL SKILLS

- **HR Systems:** SAP (HR, Payroll, Recruitment), Smart Plant Foundation, PM Plus+
 - **Software:** MS Office (Word, Excel, PowerPoint, Visio), SharePoint
 - **Legislation:** BCEA, LRA, SDA, OHS Act, NEMA, IFRS, Sarbanes-Oxley, King III
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LEADERSHIP STYLE

Strategic and approachable, I foster innovation, transparency, and mutual respect. I align teams with clear objectives, promote career growth, and maintain high performance standards through structured processes and effective communication.

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