

Position: Head of Legal, Quality Management and Human Resources (Syndikusanwalt)
Institution: CI SE, Cologne and Hamburg
Start date: To be agreed (e.g., 1 April 2026 or as soon as possible)
Employment type: Full-time, leadership role

About CI SE Group

With several international universities in Germany and Europe, CI SE Group is a fast growing private and independent education provider with many years of experience in training and continuing education on-site, hybrid and remote. We also offer innovative training and exchange programmes, consulting and coaching, and female empowerment programmes.

Role purpose

Reporting to the Managing Director, the Head of Legal, Quality Management and Human Resources is responsible for the organisation and management of legal obligations and administrative tasks and supervises the non-academic staff in accordance with the CI SE strategy.

- Acting as legal counselor and representative (Syndikusanwalt)
- Ensuring compliance with legal, regulatory, and governmental requirements as well as with national and international laws, regulations, and university policies
- Monitoring legal developments relevant to higher education and assessing their impact
- Drafting, reviewing, and negotiating contracts, agreements, and memoranda of understanding
- Handling disputes, litigation, and coordination with external legal counsel
- Representing the company in administrative and legal matters
- Promoting efficient organizational structures and modern management practices
- Supervising human resources processes, including personnel contracts and personnel policies
- Advising on employment law, public procurement, data protection, and intellectual property
- Developing, implementing, and maintaining quality assurance systems in teaching, research, and administration
- Coordinating internal and external accreditation, evaluation, and audit processes
- Monitoring and analyzing quality indicators, performance data, and feedback from students and staff
- Supporting faculties and departments in continuous quality improvement initiatives

- Ensuring compliance with national and international quality standards and regulatory requirements
- Preparing reports and documentation for university leadership, accreditation bodies, and stakeholders
- Advising academic and administrative units on quality management methodologies and best practices
- Supporting the company's governing bodies in strategic planning and decision-making

Candidate profile

- Law degree with full qualification to practice law or equivalent legal training (Syndikusanwalt)
- Extensive leadership experience in higher education, public administration, or complex organizations
- Several years of professional experience in legal advisory roles, preferably in higher education, public administration, or a regulated environment
- Strong knowledge of higher education governance, public law, and regulatory frameworks
- Experience in drafting, reviewing, and negotiating a wide range of contracts and agreements
- Familiarity with employment law, data protection, public procurement, and intellectual property
- Experience in recruitment, talent development, performance management, and staff retention
- Strong understanding of HR policies, processes, and organizational development
- Demonstrated experience in strategic planning, organizational development, and change management
- Sound knowledge of internal and external quality assurance systems, accreditation processes, and evaluation methods
- Excellent leadership, communication, and negotiation skills
- Ability to work closely with academic leadership and governing bodies
- High level of integrity, accountability, and decision-making competence
- Strong analytical and problem-solving skills
- Fluency in English and German; additional languages are an asset

What we offer

- An opportunity to lead a dynamic and growing department in a highly international environment.
- Attractive employment conditions in Cologne or Hamburg with benefits appropriate to senior leadership staff.
- A vibrant culture, committed to student experience, innovation, interdisciplinarity, and an entrepreneurial mindset.
- The chance to contribute to and shape CI SE Groups future growth and strategic trajectory.

Application

Please submit the following documents by 15.02.2026 to info@cognos-international.de or via LinkedIn:

- Cover letter setting out your vision for the Department of Legal and Quality Management and Human Resources at CI SE Group and how you would contribute to its strategic objectives.
- Curriculum vitae including list of relevant leadership experience
- Contact details of two references.

CI SE is an equal-opportunity employer and welcomes applications from all qualified candidates. We are committed to diversity, inclusion and internationalisation.